



DEPARTMENT OF THE NAVY

NAVY MEDICINE MANPOWER PERSONNEL TRAINING AND EDUCATION COMMAND

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NAVMEDMPT&EINST 1520.1C

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NAVMEDMPT&E INSTRUCTION 1520.1C

From: Commanding Officer

Subj: NAVY MEDICINE MANPOWER, PERSONNEL, TRAINING AND EDUCATION
COMMAND (NAVMED MPT&E) STUDENT PROGRAMS HANDBOOK

Ref: (a) OPNAVINST 1520.39
(b) SECNAVINST 1520.11A
(c) BUMEDINST 1520.30A
(d) BUPERSINST 1001.39F
(e) Title 10, United States Code, Section 2107
(f) Title 10, United States Code, Section 2121

Encl: (1) STUDENT PROGRAMS HANDBOOK

1. Purpose. This instruction provides Naval Reserve Officers and officer candidates in the Armed Forces Health Professions Scholarship Program (AFHPSP), Financial Assistance Program (FAP), and Nurse Candidate Program (NCP) with policies, procedures and instructions. Failure to comply with the provisions of this regulation may result in administrative or disciplinary actions, and possible release from the program.

2. Applicability. This instruction applies to all Naval Reserve Officers and Officer Candidates participating in NAVMED student accession programs.

3. Background.

a. The Medical Department Accessions Department (MDAD) has oversight for the following Navy medical accessions programs: the Armed Forces Health Professions Scholarship Program (HPSP), Nurse Candidate Program, Navy Active Duty Delay for Specialists Program and the Financial Assistance Program.

b. The Armed Forces Health Professions Scholarship Program (HPSP): This program offers qualified students full tuition for school, a monthly stipend, and reimbursement for books and various required equipment and fees. In return, students serve year for year with a minimum of three years as active duty

medical, dental or medical service corps officers. Scholarship recipients also participate in a 45-day (consecutive) Active Duty for Annual Training (AT) period for every year of scholarship awarded. During AT, students serve on Active Duty in the rank of Ensign, with all attendant obligations and benefits.

c. Nurse Candidate Program (NCP): This program is designed to provide financial incentives to students enrolled in a baccalaureate degree in a nursing program culminating in a commission as a Nurse Corps officer (2900) on active duty. This program provides financial assistance to participants for their last 12 to 24 months of education with a maximum of 24 months of benefit. Participants incur an active duty obligation of 4 years for the first 12 months of program participation. Participation greater than 12 months results in a 5 year active duty obligation.

d. Financial Assistance Program (FAP): This program is an accession program for physicians and dentists currently accepted to or enrolled in an accredited residency or fellowship program culminating in a specialty degree/qualification in a specialty which has been designated as critical to the Department of the Navy. Participants receive stipend, a yearly grant, and tuition and supplies (as applicable). In return, participants serve year for year plus one additional year (i.e. 4 years of benefit results in 5 years of active duty service obligation) with a minimum of two years as active duty medical or dental corps officers. Program recipients also participate in a 14-day (consecutive) Active Duty for Annual Training (AT) tour for every year of scholarship awarded, during which participants serve on Active Duty in the rank of Lieutenant or higher, with all attendant obligations and benefits.



B. R. WELBOURN

INTRODUCTION

1. Welcome to the Medical Department Accessions Department (MDAD). This student handbook provides guidance for Navy Medicine Accession programs. It contains important information about entitlements, training and administrative requirements.
2. Students are responsible for compliance with this policy. Additional information is available on the MDAD Website, located at <http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/default.aspx>. It is imperative that students keep MDAD staff updated with their current information and academic status. Students must contact MDAD when any changes in name, telephone number, cell phone number, e-mail address, home address and family status occur.
3. The Medical Department Accessions Department staff wish all students success in their current educational endeavors and welcome them as a member of the Navy Medical Department health care team.
4. NAVMEDMPT&EINST 1520.1C supersedes previous versions.

MDAD Contact Information

1. **E-Mail:** The most efficient way to correspond with the MDAD Staff is via e-mail. The email address for MDAD is: OH@med.navy.mil. When students use this address, questions will be directed to the appropriate staff member. Please limit each e-mail to one subject and use key words and your name in the subject heading to speed a reply.

2. **Website:** The official website for Navy Accessions Programs is:
<http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/default.aspx>

3. **Mailing Address:** The mailing address for MDAD is:

Medical Department Accessions Department
NAVMED MPT&E, Bethesda (MDAD)
Building 1, 13th floor, Room 13132
8901 Wisconsin Ave
Bethesda, MD 20889-5611

Use of US Postal Service mail service is discouraged. All US Postal Service Mail is routed through a mail room which can delay the delivery of hard copy mail. The most efficient and effective method of sending information to MDAD is to scan and e-mail.

4. **Phone Contacts:**

Head, Student Programs:	(301)295-1217
Program Manager:	(301)295-9950
Registrar:	(301)319-4526
Tuition:	(301)295-9977
Travel:	(301)319-4538
Pay/Record Support:	(301)319-4529
Medical:	(301)295-3772
Reimbursements:	(301)295-9978

5. **Office hours:** Office hours are Monday through Friday 0730-1600 (Eastern Standard Time).

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CHAPTER ONE
HPSP STUDENT ACCOUNTABILITY AND RESPONSIBILITY

1-1. Origin and Purpose.

1. The Health Professions Scholarship Program was created under authority of the Uniformed Services Health Professions Revitalization Act of 1972, and is governed by Department of Defense Directive 1215.14 (February 1975) and OPNAVINST 1520.39A (21 December 2005). The purpose of the program is to obtain adequate numbers of commissioned officers on active duty that are qualified in the various health professions. The Navy provides scholarship support for students undergoing training in the health professions of medicine, osteopathy, dentistry, podiatry, physician assistant and optometry.

1-2. Policy Compliance.

1. Students are responsible for successfully completing their academic program within the appropriate degree timeframe. MDAD must be kept informed, at all times, about matters affecting student graduation, to include academic failure, academic extensions or change in physical condition. Students must comply with the instructions and responsibilities outlined in this handbook, the service agreement and all relevant instructions.

2. The following are grounds for immediate termination of Navy support for a student's academic program, with possible recoupment of all monies disbursed and/or prosecution under the Uniform Code of Military Justice (UCMJ):

- a. Failure to comply with all written HPSP instructions (handbook, contract, other Navy and Department of Defense instructions)
- b. Unsatisfactory academic performance
- c. Conduct unbecoming a Naval officer
- d. Falsification of documents
- e. Criminal failure to comply with all written instructions.

1-3. Administration.

1. The Accessions Department of the Navy Medicine Manpower, Personnel Training and Education Command, Bethesda, Maryland,

(NAVMED MPT&E), referred to in the remainder of this handbook as "MDAD," Medical Department Accessions Department, provides administrative support to student participants in the HPSP, FAP, NADDS and NCP programs. Questions and correspondence concerning changes in eligibility dates, transfers to other institutions, medical evaluations, personal problems, and requests for leave of absence, extensions, and academic withdrawals should all be directed to MDAD. When corresponding with MDAD, the student's name, corps affiliation (i.e. medical, dental, medical service or nurse candidate), and the last four numbers of the student's SSN should be used for identification purposes. Using only the last four numbers of the student's SSN protects the privacy of the student and allows adequate identification for MDAD use.

2. Address all written correspondence to:

Medical Department Accessions Department
NAVMED MPT&E
Building 1, 13th floor, Room 13132
8901 Wisconsin Ave
Bethesda, MD 20889-5611

1-4. Student Records.

1. MDAD maintains the student's service, medical and dental records as well as other documents related to participation in the program. Participants should keep copies of all correspondence between themselves and the Navy, including special issue electronic communication.

2. Documents maintained by MDAD that must be updated on a regular basis are:

a. Physical (DD Form 2807-1 and 2 and DD Form 2808): A physical is performed at the time of acceptance into the HPSP program and is good for 5 years. Physicals are not routinely repeated while in the program.

b. Dependency Application Record of Emergency Data (also known as a "Page Two," form, NAVPERS 1070/602). This form documents next of kin and family information.

c. Annual Verification Form. This form is required annually and verifies current health status and contact information. This form is available under the forms and medical sections of the website located at:

<http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/Forms.aspx>

Fax it directly to the Medical Records section, using the following dedicated, secure fax number: (301) 295-0008.

1-5. Change of Address. Students must maintain current contact information on file with MDAD at all times, to include: current mailing address, e-mail address and telephone number. Changes in personal information should be sent via email (OH@med.navy.mil).

1-6. Physical Qualifications.

1. A complete physical is performed at the time of entrance into the HPSP Program. An annual verification of health status is required and must be on file prior to initiating annual training (AT) orders. The annual verification is submitted using an annual verification form located on the website at: <http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/Forms.aspx>

Fax it directly to the Medical Records section, using the following dedicated, secure fax number: (301) 295-0008.

2. Any serious illness, hospitalization, pregnancy or chronic health problem that adversely affects the student's ability to serve on active duty, remain in school, or alters graduation date must be reported immediately to MDAD.

3. All students are required to remain within Navy height/weight standards (Appendix B).

1-7. Changes in Family Member Status. A Dependency Application/Record of Emergency Data (NAVPERS 1070/602, commonly known as a "Page Two") is established at the time of entry into the program for each student. Should family status change, the Page Two must be updated. Notify MDAD via e-mail using the address: OH@med.navy.mil.

1-8. Identification Cards.

1. While in the program, students are required to have a valid Armed Forces ID Card in their possession. This card allows access to military facilities to use all entitled privileges, such as the commissary and exchange.

2. New or Lost ID Cards: To obtain a new ID card or in the event a participant's ID card is lost or stolen, contact the

Accessions Department at (301)319-4529/32/34 or Oh@med.navy.mil. Accessions Department will forward a copy of the participant's Oath of Office or DD Form 4 (Nurse Candidates get these) to the participant. The participant must take the Oath of Office/DD Form 4 to the nearest Military PSD or ID card issuing facility to have the ID card issued.

3. Dependent ID Cards: In the event dependent ID cards are required, contact the Accessions Department at (301)319-4529/32/34 or OH@med.navy.mil. Accessions Department will forward a copy of the participant's Oath of Office or DD Form 4 (Nurse Candidates get these) to the participant. Participants should take their marriage license and birth certificates for children (as appropriate) along with the Oath of Office form to the nearest Military PSD or ID card issuing facility to have the new ID cards issued for their dependents.

4. The nearest ID card issuing facility can be found using the military's RAPIDS Site Locator website:
<http://www.dmdc.osd.mil/rsl/owa/home>. If unable to find a facility, the participant may contact the MDAD Systems Section via e-mail at OH@med.navy.mil or by phone at (301)319-4529/32/34.

1-9. Navy Drug Policy.

1. The Navy has a ZERO TOLERANCE policy on drug use. If a participant tests positive for illicit or controlled drugs (without a prescription), scholarship benefits will be immediately terminated and the participant will be processed for immediate administrative separation from the Navy.

2. While serving on Annual Training (outlined in Chapter 5), each program participant is subject to the current drug policies of the Navy and the Uniform Code of Military Justice. Student status in no way exempts an individual from drug testing at any site established by the Navy.

1-10. Emergencies and National Disasters.

1. In the event of a local, regional or national disaster in an area of the United States, affected program participants should ensure the immediate safety of themselves and their significant others and follow local emergency directions. Once safely situated, generally within 72 hours, contact MDAD by phone (Registrar at (301)319-4526) or email (OH@med.navy.mil) to provide contact information and discuss any immediate needs. The

MDAD Registrar and Head of Student Programs will initiate contact of all participants in affected areas within 24 hours of the event. In past situations, participants in need have been placed immediately on AT in order to provide immediate active duty benefits.

CHAPTER TWO
STIPEND AND TUITION BENEFITS

2-1. Establishment of Eligibility Date for Benefits i.e. Benefit Start Date (BSD). MDAD establishes the date students are eligible to begin receiving benefits based on the latest of three dates:

- a. The signature date of the Oath of Office
- b. The signature date of the Service Agreement
- c. The start date of the academic year as shown on the Academic Year Statement (AYS) provided by the student's school.

The latter of these dates is the date a student will begin receiving benefits. This is known as the Benefit Start Date (BSD).

2-2. Termination of Benefits. Scholarship benefits are terminated on graduation day. If the student fulfills the requirements for graduation prior to that date (documented by written communication from the school), the student may request to be superceded at the earlier date, and benefits will be terminated.

2-3. Tuition Payments.

1. Tuition is paid for the entire term/semester in which the BSD occurs for HPSP and FAP participants. Tuition payment is not part of the NCP benefit. The Navy contracts directly with the school for tuition payment based on an Educational Service Agreement (ESA). Students should provide their final select letter into the HPSP to their school's tuition office, confirming them as an HPSP participant. If any problems occur related to tuition payment, the student must contact MDAD Tuition Section immediately. Tuition will be paid directly to the school for the required items listed below, upon receipt of a valid invoice.

- a. Tuition for designated program
- b. Building use fees
- c. Student activity fees for the use of educational facilities and services

d. Laboratory fees

e. Health Service Fee

f. Graduation fees (excluding cap and gown rental or purchases)

g. University required rentals (i.e. microscopes, PC, slide sets, etc.)

h. Dental Equipment Kits: Dental kits are authorized for invoice with tuition and schools are encouraged to seek payment for these expensive equipment kits in this manner. If invoiced via the tuition payment, students may not submit a reimbursement claim for the same equipment. Freshmen students are allowed up to \$9,000 in dental kit fees; Sophomore students are allowed \$5,000 in dental kit fees; and Junior and Senior students are allowed \$700 for dental kit fees.

i. Health insurance premiums, when invoiced with tuition, but ONLY when this insurance is mandated by the school for all students, and only at the lowest, single policy rate (single-rate with no dependents). Health insurance, malpractice insurance, disability insurance and vision coverage are allowed reimbursable items (at the minimum insured level) if they are REQUIRED of all students attending the school. If required by the school but not invoiced with tuition, the student should pay for the item and submit a claim for reimbursement using standard form (SF) 1164, "Claim for Reimbursement for Expenditures on Official Business", per instructions listed in Chapter 3.

j. Not permitted as part of the tuition payment: computer purchases, parking fees, and pagers.

1. Tuition deposits paid by the student: If a tuition deposit is required as part of a matriculation fee for the school, MDAD will ensure that the Navy pays the full term/semester tuition including the matriculation fee. After the Navy pays the tuition invoice, a credit will appear in the student's account. The student must seek reimbursement directly from the school for this fee.

2. Tuition invoice received by the student instead of MDAD: If the student receives a tuition bill from the school for the effective period of the scholarship, the student should contact MDAD as soon as possible (via OH@med.navy.mil) and state that an invoice was received and is being rerouted to MDAD. MDAD Tuition

Section will contact the school's tuition office and investigate.

3. Students placed on Leave Without Pay (LWOP) status must contact the MDAD Registrar in order to coordinate stoppage of tuition payments. In addition, students should contact the MDAD Registrar 60 days prior to being reinstated from LWOP status so that tuition payments can be resumed.

4. Dual Degree Programs (MD/PhD, MD/Masters) and Optional Summer Semesters: The Navy pays tuition ONLY for classes/semesters required for the professional degree (MD, DO, DDS, DMD, OD, PA, DPM). Optional summer semesters and classes required for a second degree will not be paid by the Navy.

5. Additional Financial Aid: Students are permitted to apply and receive additional financial aid, student loans, grants, etc. as long as no service obligation after graduation is required. If service obligation is a part of the financial aid, the student is prohibited from accepting the aid.

6. If problems with tuition payments occur, the student should contact the MDAD Tuition Section for assistance at (301)295-9977 or via email at OH@med.navy.mil.

2-4. AFHPSP Stipend and Annual Training Pays.

1. As of 1 July 2008, the HPSP/FAP stipend is \$1907 per month. Each year, the stipend is increased in accordance with the cost of living increase established for the Department of Defense. The AFHPSP/FAP stipend begins on the Benefit Start Date (BSD) and ends at the time of graduation or on the date the student completes all academic requirements for receipt of the professional degree if graduating early. Stipend payments are made by the Defense Finance and Accounting Service, Cleveland (DFAS-CL), after the benefit start date has been established by MDAD. Participants are paid on the 15th of the month for days 1-15 and the 1st of the next month for days 16-30/31. This is consistent with active duty pay procedures.

2. The participant will receive his/her first stipend check on the 1st or 15th day of the month following the Benefit Start Date. Stipend payments are electronically transferred as a direct deposit into the student's bank account. It can take up to 6 weeks to establish a pay record. Questions regarding stipends should be directed to the Systems Section of MDAD via at OH@med.navy.mil or by phone at 301-295-4529.

3. Stipend and Annual Training (AT): The HPSP stipend stops when a participant is on orders for Annual Training (AT), and resumes upon completion of AT orders. While on AT, the participant is paid at his/her military rank and receives all pay entitlements of active duty.

4. Annual Training (AT) and Active Duty Pay. Active duty pay consists of three separate payments all of which can be found in the Defense Finance and Accounting System (DFAS) Military Pay webpage

(<http://www.dfas.mil/militarypay/militarypaytables.html>):

a. Basic Pay - a taxable pay calculated on the basis of rank and the number of years of service an individual has had in the military. If a participant has prior commissioned service, he/she will be paid at the highest Basic Pay rate prior to entry into the HPSP/FAP program when on AT. This is called "Save Pay." See Paragraph 6 below. If the participant served at least 4 years and one day of enlisted service prior to entry into the HPSP/FAP program, the participant will be paid at the O-1E pay grade while on annual training. Pay tables can be found on the web at: <http://www.dfas.mil/militarypay.html>

b. Basic Allowance for Subsistence (BAS), a non-taxable entitlement which is the same no matter what rank an individual is. It is currently set at \$223 a month.

c. Basic Allowance for Housing (BAH), a nontaxable amount that varies on the basis of dependency status and duty station location. The current pay system was designed to calculate BAH Type II for reservists and has not been updated to pay the higher BAH Type I which was enacted by law in 2006. As a result, participants will see an extra payment or "adjustment" in their direct deposit pay account after completion of their AT that is the difference between BAH Type II and BAH type I.

5. Save Pay: The National Defense Authorization Act of 2008 (NDAA 08) authorized HPSP/FAP participants who fall within the provisions of sections 2004a, 2114, or 2121 to receive an increased rate of basic pay if they have prior active service in the military and the basic pay for their former grade would exceed the basic pay for an O-1 (the pay grade at which they serve on active duty while attending professional school) or O-1E (if they had at least 4 years and 1 day of prior enlisted service). The higher rate does not apply to Basic Allowance for Housing (BAH). HPSP/FAP participants with prior service will

receive the established stipend when not on annual training (AT). When on their 45 days of annual training, Defense Finance and Accounting Service (DFAS) will pay the higher of base pays - from the prior service or the 0-1E or 0-1 with years of service. HPSP/FAP participants will receive that base pay in addition to BAH and BAS at the 0-1 rate and any per diem if on travel. Occasionally, participants will see the additional pay as an adjustment made after their AT is completed. When annual training is completed, students revert back to their monthly stipend.

6. Leave Without Pay (LWOP): Stipend payments are suspended when a student is placed on LWOP (see Chapter 4).

7. Leave and Earnings Statement (LES): Students in the HPSP are in Individual Ready Reserve (IRR) status. Web posting of LES's via the MyPay System (available to active duty and government employed civilians) is NOT available to IRR members. Students receive their LES via the US Postal Service on a monthly basis directly from the Defense Finance and Accounting system - Cleveland (DFAS-CL). The LES contains important financial and tax information, including the participant's state of residence (i.e. the state for which taxes are taken), address, and financial institution of record. All participants should review this important information to ensure that appropriate taxes are withheld prior to the end of the tax year.

2-5. Taxation of Benefits.

1. Stipends, bonuses and grants are taxable. The amount of Federal tax withheld is based on the number of exemptions claimed on the Employee's Withholding Certificate (form W-4) submitted at the time of entrance into the program and placed in the student's service record. If no Form W-4 is received, the stipend is taxed at the rate of a single individual with no dependents. To initiate any change in Federal Withholding Tax, complete a new Form W-4 and submit it to MDAD by e-mailing MDAD at OH@med.navy.mil.

2. State Tax is currently withheld from stipend, bonuses and grants. Students must file a DD 2058 State of Legal Residence Certificate with MDAD's System Section. DFAS-CL sends Federal Wage and Earnings Statements (LES) for the stipend earned each month which indicates the state of residence (i.e. the state for which taxes are taken). All participants should review this important information to ensure that appropriate taxes are withheld prior to the end of the tax year.

3. W-2 Form for Federal Income Tax preparation. DFAS sends Form W-2 to the same address it sends the participant's Leave and Earning Statement (LES) in January. The participant should receive his/her W-2 no later than mid February. All participants should ensure that an accurate address is on file with MDAD prior to 15 December so that their LES and W-2 are delivered in a timely fashion to the correct address.

4. Accession Bonus. The Medical and Dental HPSP Accession bonus is taxable. Appropriate Federal and state taxes will be withheld prior to student direct deposit.

5. Annual Training (AT) Pay. While on annual training, only base pay is taxable. Basic Allowance for Subsistence (BAS) and Basic Allowance for Housing (BAH) are nontaxable. Reimbursement for AT travel is paid directly to the direct deposit account indicated on the Electronic Funds Transfer (EFT) form sent in with the travel claim. The participant's Leave and Earnings statement does not reflect this payment.

2-6. Accepting Stipend or Pay from Other Sources. Members of the HPSP (except those eligible for the G. I. Bill) are prohibited from accepting other scholarship support in any form from the Federal Government (i.e. Dual Compensation), other than the pay associated with Annual Training. No restrictions apply to accepting pay or other remuneration from private or state sources, if doing so does not interfere with the student's status, requirements for graduation, Annual Training assignments, or active duty service obligation. Participants are not permitted to accept funding/pay associated with federal research grants.

2-7. HPSP Accession Bonus. The HPSP Accession Bonus is a \$20,000.00, taxable, onetime, incentive bonus paid to medical and dental HPSP enrollees, who entered the HPSP program after 1 October 2006. This bonus is paid as 2 payments of \$9000, and one of \$2000. Each payment has taxes subtracted prior to payment to the student's direct deposit account. Deposit is generally made over the course of a week or two. AFHPSP NAVCRUIT 1131/131 (Rev. 9-07), Service Agreement form, includes a paragraph which denotes a student's acceptance or declination of the bonus. On a leave and earnings statement, the payment will be seen in the field of FLPP (Foreign Language Proficiency Pay). Defense Finance Accounting System (DFAS) had limited available fields for this new program and settled on this field for documentation purposes.

CHAPTER THREE
REIMBURSEMENTS

3-1. General Information.

1. Armed Forces Health Professions Scholarship (HPSP) participants are authorized reimbursement as outlined in this chapter. To avoid delay or denial of a claim, all guidance contained in this chapter should be followed carefully.

2. Financial Assistance Program (FAP) participants are reimbursed for all required fees, books and laboratory expenses related to the program of study.

3. Nurse Candidate Program (NCP) participants are not authorized reimbursements.

4. Items authorized for reimbursement are limited to purchased items that are considered ordinary, necessary and are required of all students whether an HPSP member or not, enrolled in a qualifying professional degree program. Reimbursement is further limited to those items required by the school for all students enrolled in the student's year level and course rotation. Students must submit requests for reimbursement on a "Claim for Reimbursement of Expenditures on Official Business," Standard Form 1164 (SF-1164) as prescribed in sections 3-7.

a. Students will be reimbursed for authorized items listed in this chapter only once unless otherwise specified.

b. Students will NOT be reimbursed for items specifically listed as not authorized for reimbursement in this chapter. If the student wishes to appeal the reimbursement of an item after review by MDAD, the student should contact the Reimbursement Section directly and discuss the item and its requirement.

c. Students will NOT be reimbursed for items purchased more than 45 days prior to the start of the student's first covered term/semester. If a student is commissioned when already enrolled in a term/semester, the student will be reimbursed for all authorized items purchased within 45 days of the start of that term.

d. Students will NOT be reimbursed for items purchased while in a leave without pay (LWOP) status, as outlined in Chapter 4.

e. Graduating students will not be reimbursed for purchases made within 60 days prior to their graduation date or the date of completion of their academic requirements, whichever is earlier. Reimbursement claims should be received in MDAD no later than 60 days prior to graduation.

3-2. Items Authorized for Reimbursement (All).

1. When authorized in accordance with section 3-1, the below items will be reimbursed to all HPSP students. Dollar limits on authorized items are listed on the Program's website located at <http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/default.aspx>.

a. Textbooks/Course Packets. Required book list, course rotation schedule and/or syllabus must be submitted as proof of the requirement, and submitted with the claim as outlined in section 3-7. CD-ROM format will be reimbursed only when it is the required format as documented by the Dean's Certificate.

b. Microscope and Computer rental/lease. DOD purchasing regulations prohibit the purchase of computers for HPSP participants. Rental of microscopes and computers is permitted. Microscope rentals are limited to \$250.00 per year for up to two years. Computer rental reimbursement is authorized up to \$500 per year for four years. This rental fee cannot be applied to microscope and/or computer purchases (i.e. rent to own). A copy of the computer lease or rental agreement from a leasing/rental entity (not friends or relatives) in business for that purpose must be provided. A rental lease or agreement that results in ownership at the end of the lease/rental period is not authorized for reimbursement and will not be allowed.

c. National Board Examinations. Registration fees for the following examinations will be reimbursed: United States Medical Licensing Examination (USMLE) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX) as applicable. USMLE Step 1, USMLE Step 2 Clinical Knowledge (CK) and Clinical Skills (CS), COMLEX Levels 1 & 2 (CE) and (PE), National Board of Dental Examiners (NBDE) Part 1 and 2 and National Board of Examiners in Optometry (NBOE). No travel costs will be reimbursed and no per diem paid to take the tests. The student must provide a copy of the registration form and proof of payment. The actual score from taking the examination is not required to process the reimbursement, but must be sent in order

to supercede and come on active duty. Repeat examinations will not be reimbursed.

d. State Licensure/Certification. **THE HPSP PROGRAM IS NOT AUTHORIZED TO REIMBURSE INDIVIDUALS FOR THE COST OF SECURING A STATE LICENSE OR CERTIFICATION FOR PRACTICE.**

e. Health Insurance. Note: Vision and Dental coverage is not reimbursable. Health insurance is an allowable reimbursement item only when paid by the student (that is, NOT invoiced with tuition), and only when required by the school. Reimbursement will be made for a policy that satisfies the minimum insurance requirements as outlined by the school and will be for the lowest cost option listed below:

- 1) A policy issued by the school (single rate only)
- 2) An independent insurer at the single rate
- 3) The cost of adding the student to a family member's policy

If coverage is required and the student is covered as a dependent on another's policy, the student will be reimbursed for the difference between the cost of the "primary insured" and the cost of the "primary insured plus one." Reimbursement is limited to the cost of a single rate school policy if available. Proof of both rates is required. If payment is made via payroll deduction, submission of one pay stub showing the recurring cost per academic period will suffice.

f. Health Insurance Documentation for Reimbursement. In addition to a properly completed SF-1164, the Health Insurance section on the Dean's Certification must be completed.

1) Proof that health insurance coverage is required by the school. This is item 1 or 2 under HEALTH INSURANCE on the Dean's Certification form, which must be completed/initialed.

2) Proof of the cost and dates of coverage for a single policy, if one is offered by the school.

3) If required but no policy is offered by the school, the Dean must initial item 2 under HEALTH INSURANCE on the Dean's Certification form. The student must provide proof of the single policy rate, the actual policy premium being paid,

and the dates of coverage by the insurance company holding the policy.

g. Immunizations are available at most Navy Reserve Centers (NRCs). Students are encouraged to obtain required immunizations not obtained prior to entry into the program at an NRC. However, when an NRC is not readily available, the following immunizations are reimbursable:

- 1) Hepatitis A
- 2) Hepatitis B Series (3 shots): The completed series.
- 3) Measles-Mumps-Rubella (MMR): Required if no immunization documentation is available.
- 4) Varicella: Required if no immunization documentation is available.
- 5) Influenza
- 6) Tetanus

h. Fees authorized under section 2-3 may be reimbursed only if paid directly by the student and NOT invoiced/paid with tuition.

i. HIV Testing: Students may be reimbursed for an HIV test every 2 years.

3-3. Items Authorized for Reimbursement for Medical, Podiatry and Physician Assistant HPSP Participants. When authorized in accordance with section 3-1, the below items will be reimbursed for all Medical HPSP students. Review Section 3-6 for items NOT authorized for reimbursement. Items not specifically listed as authorized will be reviewed by MDAD staff for reimbursement appropriateness. Dollar limits on authorized items are listed on the Accessions Website located at <http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/default.aspx>.

- a. Small medical equipment (one time only):
- (1) Sphygmomanometer
 - (2) Diagnostic set: oto/ophthalmoscope,
 - (3) Stethoscope
 - (4) Doctor's bag
 - (5) Penlight

- (6) Tuning forks
- (7) Reflex hammer
- (8) Neurological hammer
- (9) Measuring tape, physician's
- (10) Thermometer
- (11) Scissors, bandage
- (12) Gloves, disposable/examination (max 5 boxes)
- (13) Osteopathic treatment table
- (14) Either Dissection kit OR Scalpel Blades and Handle,
as required.
- (15) Eye Chart
- (16) Goggles
- (17) Clinical Jackets/Scrubs - a maximum of 6 items in
any combination for the entire period in the AFHPSP program.

b. Electronic Residency Application Service (ERAS) fees and National Resident Matching Program (NRMP) fees up to \$300.00 will be reimbursed. ERAS fees must be used for Medical GME-1 selection and therefore does not require a Dean's Certificate for reimbursement. However, proof of payment must be submitted with a properly completed SF-1164 as outlined in 3-7.

c. National Board Examinations. USMLE Step I, Step IICK and Step IICS and COMLEX Part I, Part IIICE and Part IIPE. Successful completion of these examinations are required by HPSP Contract and do not require a Dean's Certification for reimbursement. Only the examination required by the school for graduation will be reimbursed, not both. No travel or per diem expenses will be reimbursed for taking the examinations.

3-4. Items Authorized for Reimbursement for Dental HPSP Participants.

When authorized in accordance with section 3-1, the below items will be reimbursed to all Dental HPSP students up to the maximum quantities and amounts shown. Dollar limits on authorized items are listed on the Accessions Website.

- a. Sable brushes
- b. Diamond burr (maximum 4)
- c. Student casting kit
- d. Smoothex
- e. Aero dope
- f. Separating Discs single and double sided
(maximum of 2)
- g. Lathe chuck burr ck8r and taper ck7bl
- h. Casting crucible

- i. Disc kit (includes stand, box discs and mandrel)
- j. Gold crown thickness gauge
- k. Glass mixing slab
- l. Beauty cast investment 18 pkg
- m. Lab knife handle
- n. Blades
- o. Plaster knife #12
- p. Mixing pads
- q. Carbide laboratory burr #71E023
- r. Bush silent stones
- s. Mandrel Friction Grip and short hand piece
- t. Wax burr
- u. #8 round carbide short hand piece
- v. Denture teeth
- w. Porcelain kit
- x. Sonic scaler
- y. Cement spatula
- z. Rubber base spatula
- aa. Rubber base syringe
- bb. Package of teeth
- cc. Face Mask
- dd. Inlay tongs
- ee. Soldering tweezers
- ff. Wax blue inlay
- gg. Articular case with facebow and accessories
- hh. Student polishing kit (trustier, arbor chuck, brush wheel, arbor bands, soft brushes, 2" chamois wheel, 1-1/4" and 3" buffs, felt cones, stick rouge and stiff brushes)
- ii. Syringe, anesthetic
- jj. Test teeth per academic year (2-year maximum)
- kk. Diamond burr cleaning stone
- ll. Plastic resin sheets
- mm. Lentulo spirals
- nn. Utility scissors
- oo. Technique metal 32 dwt
- pp. Super Separating Medium
- qq. Occlusion balancer
- rr. Porcelain adjustment kit
- ss. Relief metal
- tt. Plaster syringe
- uu. Impression trays
- vv. Plier #121
- ww. Plier #137
- xx. Plier, cotton (maximum of 3 each)
- yy. Svedopter
- zz. Probe, PCP 12 (maximum 3 each)
- aaa. XCP instruments

- bbb. Iris scissors
- ccc. Perma bond 910
- ddd. Vac-U-Spat/Vac-U-Mixer Combo kit
- eee. Casting ring (maximum 3 each)
- fff. Clinic cart
- ggg. Loupes (surgical/magnification)
- hhh. Dental kits required by the school, but only if not billed and paid directly with tuition and equipment or instrument list. All items must be submitted with a properly completed SF-1164. Duplicate payment for separate items listed above is not authorized.
- iii. Clinic Jacket (maximum 3 each)
- jjj. Disposable exam gloves (max 5 boxes)
- kkk. Goggles
- lll. National Board Dental Examination (NBDE) Part I and Part II
- mmm. Caulk/Densply Prolite
- nnn. Cavijet
- ooo. Digital/diagnostic Camera

3-5. Items Authorized for Reimbursement for Optometry HPSP Participants. When authorized in accordance with section 3-1, the below items will be reimbursed to all Optometry HPSP students up to the maximum quantities and amounts shown on the website located at <http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/default.aspx>.

- a. Illusion Slides
- b. Handheld Maddox Rod
- c. Lighthouse Cards
- d. Anaglyph Glasses
- e. Lens Holder
- f. Occluder
- g. Near Point Cards
- h. Near Point Fixation Stick
- i. Clinic Jacket (maximum 3 each)
- j. Reading Cards
- k. Gonioscope (4ml)
- l. Gonioscope (3ml)
- m. Lens Clock
- n. Halogen Penlight
- o. CEVS Clinic Kit
- p. Sphygmomanometer
- q. Stethoscope
- r. Binocular Indirect Ophthalmoscope Kit w/case
- s. 90D and 20D Lens - (combined total)

- t. Retinoscope/Ophthalmoscope Diagnostic Set
- u. Transformer (Desk)
- v. Comparator
- w. Lens Gauge
- x. Stereo Test
- y. Trial Lenses and Frames (combined total)
- z. Projector Slide
- aa. Color Vision Testing Plates
- bb. Pliers 1 each Adjustment and Ophthalmic
- cc. Calibration Kit
- dd. Lens Flipper
- ee. Tool Kit (ophthalmic)
- ff. Dissection Kit
- gg. Disposable/Examination gloves (max 1 box)
- hh. Goggles
- ii. Prism Bar Set
- jj. National Board of Examiners in Optometry (NBEO) Part I, II, and Part III only if required.

3-6. Items NOT authorized for reimbursement. Students will NOT be reimbursed for the following items:

- a. Student note-taking service
- b. Optional or recommended books
- c. Stolen, lost, or damaged items
- d. AMA, ADA, AOA, APA, or other professional society, student association or class dues
- e. Cameras or attachments for use in elective courses
- f. Surgical clothing (unless specifically authorized elsewhere in this chapter)
- g. General office supplies, name tags, laundry or locker fees
- h. Housing, meals or school sponsored travel expenses
- i. Computers (purchase), cell phones, pagers or palm pilots
- j. Non-required courses for the primary degree (including fees for continuing education programs)
- k. Refundable fees or deposits
- l. Theft or damage insurance for books, supplies and/or equipment
- m. Equipment repair and maintenance
- n. National Board pretest, retest, study books, guides or review books
- o. Magazine and/or journal subscriptions
- p. Loans or interest on loans
- q. Initials on doctor's bags
- r. Deposits or down payments on equipment or supply orders

- s. State Boards, Regional Boards or other exams not specifically authorized
 - t. Reproduction/copying expenses, including those incurred when making copies of reimbursement claims
 - u. Binding charges for reports or research papers
 - v. CIBA Series. Individual volumes within the series may be subject to reimbursement if required as outlined in section 3-1.
 - w. Shipping and handling
 - x. Parking
 - y. Telephone calls
 - z. Military Uniforms (A one-time "Uniform Allowance" payment of \$400 is made by DFAS and seen in the participant's pay after the first AT a participant takes.
 - aa. Cap and gown fees
 - bb. Items purchased while in a Leave Without Pay (LWOP)
- Status
- cc. Fingerprinting fees and background check
 - dd. Physical exams
 - ee. Injection administration fees
 - ff. State licenses

3-7. Instructions for Submitting a Claim for Reimbursement.

1. All requests for reimbursement for authorized items must be submitted on a "Claim for Reimbursement for Expenditures on Official Business", standard form 1164 (SF-1164). A PDF version of the SF-1164 can be found on the website in the Reimbursement Section. Appendix A provides step-by-step instructions for properly filling out the SF-1164. Use only ONE SF-1164 per submitted claim. Use the back of the form to list additional items. Please type or print legibly in black ink.
2. Reimbursement requests can be sent multiple times throughout a year, but should contain only items purchased in a single fiscal year. A fiscal year begins on 1 October and ends 30 September the following year. Do not combine items from different fiscal years on one form SF-1164. Example: If a student purchased 6 textbooks between the 20th of September 2007 and the 4th of October 2007, the books purchased on or before the 30th of September would go on one SF-1164. Those books purchased on or after 1 October 2007 would go on a separate SF-1164.
3. Arrange original receipts in chronological order before sending. If using the US Postal Service (**strongly discouraged**), attach small receipts to an 8½" x 11" sheet of paper to prevent loss in handling. MDAD will not be held liable for any loss of original receipts. The student's name and the last 4 digits of

the student's social security number must be printed on each page submitted.

a. Itemize the SF 1164 in the order that authorized items were purchased as noted on the date of the receipts.

b. Sign and date the SF-1164 and include all documents listed in Section 3-8 (below) together in one package. The student's name and the last 4 digits of his/her social security number must be printed on each page submitted.

c. Keep a copy of the entire claim submission package for future reference.

4. Delivery Methods: Reimbursement claims can be sent for processing via:

a. US Postal System: Use registered or certified mail addressed to **(not the preferred method - too slow)**:

Medical Department Accessions Department
NAVMED MPT&E
Building 1, Tower-13, Room 13132
8901 Wisconsin Ave
Bethesda, MD 20889-5611

b. Scan and e-mail to MDAD (**preferred method**) using the address OH@med.navy.mil and the subject heading "ENS (or LT) (Last Name)-Reimbursement Claim."

c. FAX to fax number 301-295-1811.
Any delivery method should allow a tracking mechanism for future reference, should processing be delayed.

3-8. Items Needed to Submit a Reimbursement Claim (SF-1164).

1. An official, current course or rotation schedule for the student from the registrar's office.

2. Itemized bookstore/vendor/online receipt, invoice or packing slip which includes at a minimum the vendor name, student's name, method of payment, amount paid, date paid, and signature of employee if paid by cash. This must be accompanied by additional proof of payment as outlined below, if paid by other than cash, or if the vendor receipt, paid by credit card, does not show a zero balance due. The receipt must demonstrate that money has changed hands. If the receipt itself does not

demonstrate this, a copy of the canceled check (both sides) or a copy of the credit card statement must accompany the claim.

3. The following are NOT acceptable as qualifying receipts:

a. Invoices, unless accompanied by proof of payment as outlined above.

b. National Board acknowledgment cards.

c. Carbon copy/hand written receipts with no store or school heading.

d. Letters or notes indicating sales or agreement for rentals between private parties.

4. Dean's Certificate. The Dean's office must review each claim for reimbursement and complete and sign the most current version of the Dean's Certification form as available on the Accession's Website in the Reimbursement Section. NOTE: The Dean's Certification is not a blanket authorization and must identify specific purchases.

5. A required book list must be sent with a reimbursement claim for books. If the student's school does not clearly identify texts as "required," and provides only a list of "recommended" books, a Dean's Certification is required.

6. Questions about reimbursable items should be directed to MDAD at OH@med.navy.mil using the subject heading "ENS/LT (last name) -Reimbursement." The HPSP provides reimbursement for all items that are necessary and required of all students as outlined in 3-1. The burden of proof is on the student to demonstrate that the texts and equipment being claimed are required. The Dean's Certificate is not a blanket authorization for all texts. If the MDAD reviewer cannot verify that an item is required, the student may be asked to provide additional documentation of its necessity.

CHAPTER FOUR
ADMINISTRATIVE INFORMATION

4-1. Leave Without Pay (LWOP).

1. General. HPSP and NCP students must request Leave Without Pay (LWOP) from the program if there is any delay in their graduation date. LWOP may be granted for periods of 6 months or one year.

2. LWOP Requests and Approval. Students must contact the MDAD Registrar to request a period of LWOP. This is done via e-mail at OH@med.navy.mil, using the subject heading "ENS/LT (last name) - LWOP Request." The HPSP Program Manager must approve all LWOP requests in advance. Approval of LWOP from the scholarship program is separate from any approval process by the student's school. Any change in graduation date that is not approved by MDAD constitutes a withdrawal from school and may result in loss of scholarship eligibility and all benefits. All participants granted LWOP status will receive an e-mailed letter stating the period and terms of the LWOP period.

3. Types of LWOP. There are four types of LWOP:

a. Administrative LWOP. This is an involuntary LWOP. It is the only LWOP status from which a student can automatically be returned to active status. Students will be automatically placed on an administrative LWOP: for noncompliance with administrative or contractual requirements such as failure to apply to GME and ERAS, failure to update address or telephone number, failure to provide licensing exam results; or when medical, security or military service disqualification is first indicated, requesting discharge from the Reserves, or when status cannot be determined.

b. Medical LWOP. This is normally a voluntary LWOP. It may become involuntary when it is determined that a student has been granted a medical leave by the school, when the MDAD Registrar or MDAD Medical Section is notified of a medically disqualifying condition, or when otherwise indicated. Quarterly progress reports are required from the treating health care professionals and may be sent via e-mail or via certified/registered mail to MDAD. If a pregnancy and subsequent recovery delays graduation, a student may need to be placed on LWOP. This must be reported to the MDAD Registrar at OH@med.navy.mil.

c. Academic LWOP. Academic LWOP occurs when a student must repeat an academic period, has entered a preparatory or decelerated program, has failed to pass appropriate licensing examinations. A student repeating an academic period during the summer is not placed in a LWOP status if it does not delay graduation.

d. Educational LWOP. A LWOP for completion of additional degrees or participation in other educational programs prior to obtaining the professional degree is rarely approved. Educational LWOP is completely subject to the needs of Navy Medicine and must be approved by the MDAD Program Manager prior to beginning the program. A request for Educational LWOP must include the following information:

- 1) Current transcript
- 2) Copies of board scores
- 3) Outline of intended course of study or detailed program description
- 4) Endorsement by the Dean
- 5) Motivational statement including benefit to the Navy

4. LWOP Procedure. LWOP and return from LWOP must be requested and processed via the MDAD Registrar.

a. Requesting LWOP. LWOP requests must be submitted as soon as possible before the LWOP effective date. Any entitlements received after the LWOP effective date will be recouped.

1) The LWOP request should include a detailed justification for the LWOP and its proposed duration.

2) A letter from the Dean of Student Affairs indicating the LWOP period, the student's class standing, revised graduation date and reasons for the LWOP must be sent separately to the MDAD Registrar via e-mail at OH@med.navy.mil or by U.S. Postal Service to:

Medical Department Accessions Department
NAVME DMPT&E, Bethesda (MDAD)
Building 1, 13th floor, Room 13126
8901 Wisconsin Ave
Bethesda, MD 20889-5611

b. Return from LWOP. A written request for reinstatement must be made at least 60 days prior to the expiration of LWOP in order to allow adequate time to restore entitlements. The

request must include a letter from the Dean of Student Affairs that confirms the effective date of the student's re-entry into school, new anticipated graduation date, and copies of most recent transcripts. Return to active status from a voluntary LWOP IS NOT automatic. Reinstatement requests are submitted as described below:

1) Administrative LWOP. Return from an administrative, involuntary LWOP will occur after the issues that prompted the LWOP are resolved. Benefits will be retroactively reinstated once the requested information has been received by MDAD.

2) Medical LWOP. The participant must initiate removal from LWOP status to ensure timely resumption of entitlements. Return from a medical LWOP requires a medical evaluation from a physician, which includes the following information:

- (a) Initial diagnosis
- (b) Initial treatment
- (c) Interim progress
- (d) Final diagnosis
- (e) Final treatment
- (f) Prognosis

NOTE: If the medical condition is deemed "not suitable for continued military service" by the Navy Personnel Command via the Medical Board and Waiver Process, the student will be separated from military service.

3) Academic LWOP. The participant must initiate removal from LWOP status by submitting information from the school demonstrating that remediation has been successfully completed and the participant is in good academic standing. If academic progress has been hindered, appropriate adjustments to benefits will be made. The MDAD Registrar must be notified if there is any change to the projected graduation date.

4) Educational LWOP. The participant initiates removal from LWOP status by submitting a copy of the degree or transcript from the completed program of study and a request to the MDAD Registrar for restoration of program entitlements.

5) Failure to request return from LWOP may result in loss of benefits.

5. Effect of LWOP on Entitlements. All entitlements, as well as active duty training, are suspended during any period of LWOP. The student's remaining entitlements will be determined by calculating the previously expended benefits, the remaining benefits based on the participant's contract, and the new graduation date.

6. A LWOP restoration letter will be e-mailed by the Registrar to the participant and documents benefit reinstatement date and new anticipated graduation date. Entitlements suspended for administrative non-compliance will be restored retroactively upon completion of administrative requirements.

4-2. DISENROLLMENT POLICY

1. Disenrollment from HPSP and NCP occurs automatically upon failure to maintain eligibility, including but not limited to, disenrollment from school for any reason, loss of eligibility for military service or the scholarship, medical disqualification, etc. Failure to pass national licensing examinations after two attempts will be considered failure to progress academically and will result in disenrollment from the program (per HPSP contract paragraph 11). All program disenrollments will be considered on a case-by-case basis.

2. Voluntary Disenrollment. Participants may request disenrollment from their program for exceptional circumstances. Voluntary disenrollment is rarely approved and in addition to endorsement by MDAD, requires approval by Navy Personnel Command. The request for disenrollment must include the reason for the request, supporting documentation (per appropriate instruction) and does not eliminate any incurred service obligation. A formal, written request (not e-mail) with supporting documentation must be sent via Certified/Registered mail to the MDAD Registrar. Discussion with the MDAD Registrar (via OH@med.navy.mil) prior to submitting the written request will help expedite the review process and ensure that all required documentation is sent.

3. Involuntary. A participant considered for involuntary disenrollment will be given due process. Participants may be considered for involuntary disenrollment if it is determined to be in the best interest of the Government and because of a student's:

a. Failure to complete the agreed upon health care degree.

b. Conviction for: a felony as defined under Federal, State, or Local law; an offense which if tried under the Uniform Code of Military Justice (UCMJ) could result in confinement or a dishonorable discharge.

c. Discreditable involvement with civilian or military authorities, including driving under the influence or while intoxicated.

d. Exceeding the maximum authorized leave of absence period.

e. Administrative or contractual noncompliance.

f. Failure to successfully complete Officer Development School (ODS) or professional licensure examination requirements.

4. Due Process. When it is determined that a participant may meet the criteria above, due process shall be afforded. Failure on the part of the student to keep contact addresses and phone numbers current will not delay the proceedings.

a. Students are provided a written due process notification that specifies the information below.

1) The reason the student is being considered for involuntary disenrollment from the program.

2) The actions necessary to correct the deficiency and a reasonable time to correct the deficiency (administrative or contractual noncompliance only).

3) A specification of the alleged misconduct, if applicable, including approximate date and location of occurrence.

4) The time period allotted for responding and address of the office to receive the response.

5) The decisional authority.

6) The service obligation or repayment provisions, as appropriate.

7) The student's rights under the due process proceedings, which include: consultation with an attorney at the student's own expense; submission of statements in their own behalf; and submission of statements from witnesses and other information to show why disenrollment should not occur or why other disposition should be considered because of extenuating circumstances.

b. A student is given 14 calendar days upon receipt of the disenrollment notice to respond. An extension (up to 30 calendar days) may be granted if warranted. The MDAD Registrar must receive the response by the date indicated in the proposed disenrollment notice. Responses not received in a timely manner may not be considered. Failure to respond in a timely manner will not delay the decision, unless there are extenuating circumstances.

c. The Commanding Officer, Navy Medicine Manpower, Personnel, Training and Education Command (NAVME DMPT&E) is the initial reviewing authority for all proposed disenrollments. The Commanding Officer will send his/her endorsement to Navy Personnel Command for a final determination. A written decision will normally be provided from Navy Personnel Command within 60 calendar days from the date of the disenrollment notice. It will provide: the nature of the decision; the basis for the decision; appeal rights; location for submitting the appeal; and the appellate authority. The decision is final, unless a timely appeal is submitted.

d. An appeal is not automatic. It is the student's option to appeal any decision that results in disenrollment. A student is given not less than 14 calendar days to submit an appeal. Appeals are not considered after that period, unless there are extenuating circumstances. A decision on the appeal will normally be provided within 60 calendar days from the date the appeal is received. All appeals must be processed through the Navy Medicine Manpower, Personnel, Training, and Education Command (NAVME DMPT&E) where it must be received by the date indicated in the disenrollment notice.

e. When situations warrant, a participant may be placed in a leave of absence without pay (LWOP) status pending the outcome of the decision.

f. All responses and appeals must be signed and dated but such omissions will not delay the proceedings. Undated

correspondence will assume the postmark date. Ensure all correspondence is mailed via certified or registered mail to:

Medical Department Accessions Department
Building 1, 13th floor, Room 13126
NAVMED MPT&E
8901 Wisconsin Ave
Bethesda, MD 20889-5611

4-3. Transfer between Academic Institutions.

1. Prior to transfer to another institution, a student must request permission from MDAD to transfer to a different academic institution by submitting the following to the MDAD Registrar:

a. A request in writing via certified or registered mail to seek transfer to another school (this request must contain the name of the school the student is currently attending and the school to which the student desires to transfer) and supporting explanation for the request. Requests that necessitate an extension of the scholarship beyond the time established in the student's initial contract will not be approved.

b. A letter of acceptance from the new institution stating both the academic term start date and the anticipated graduation date.

c. A letter from the institution the student is leaving verifying the effective date of the student's release.

2. The Transfer Request must reach MDAD at least 90 days prior to the start of the term for which the transfer is requested. If approval from MDAD to transfer schools is granted, a new Academic Year Statement (AYS) from the gaining institution must be sent to the MDAD Registrar immediately. Once the AYS is received, the MDAD Tuition Section will contact the new institution concerning the payment of tuition and required fees.

4-4. Program Resignation.

1. The Navy has entered into a written contract with the student in good faith and depends upon matriculation and graduation to fill the needs of Navy Medicine. Students are expected to understand and fulfill the terms of their written contracts.

2. There is no provision to "buy out" the HPSP, FAP or NCP contract.

3. Requests based on personal reasons are normally disapproved. If resignation is requested, the student should contact the MDAD Registrar for guidance. A resignation request must include the following:

a. A letter from the student fully explaining the reasons for requesting resignation.

b. Supporting documents i.e. a letter from the Dean of Student Affairs or an advisor who supports the resignation, confirmation of current academic status, whether or not the student has disenrolled from school and the circumstances involved.

c. Based on the student's particular case and supporting correspondence, the Commanding Officer, Naval Medical Manpower, Personnel, Education and Training Command (NAVMED MPT&E) will make a recommendation and forward the request to Navy Personnel Command for a final decision.

4-5. Members with Prior Active Duty Service.

1. Members with Prior Enlisted Service: Members with at least four years and one day of prior active enlisted service are entitled to "O-1 E" pay during their annual training. Participants with prior service, should send a copy of their DD-214, (Report of Separation from Active Duty), and any documentation of Reserve drill time and/or National Guard duty to the Systems Section of MDAD. These documents will be forwarded to Navy Personnel Command for computation of creditable prior service for pay purposes.

2. Save Pay. The National Defense Authorization Act of 2008 (NDAA 08) authorized HPSP students who fall within the provisions of sections 2004a, 2114, or 2121 to receive an increased rate of basic pay if they have prior active service in the military and the basic pay for their former grade would exceed the basic pay for an O-1 (the pay grade at which they serve on active duty while attending professional school). The higher rate does not apply to Basic Allowance for Housing (BAH). All HPSP students receive the established stipend when not on annual training (AT). When on their 45 days of annual training, Defense Finance and Accounting Service (DFAS) will automatically pay them the higher of base pays - from their prior service, O-1E, or O-1 with years of service. They will receive that base

pay in addition to BAH and BAS at the 0-1 rate and any per diem if on travel.

3. The Department of Veterans Affairs considers the HPSP stipend a scholarship. This enables a participant to collect the stipend plus the GI Bill education benefits previously earned while on active duty. For more information and determination of eligibility, students should contact their local VA office.

4-6. IRR Benefits for All Participants.

1. Commissary and Exchange Privileges. Participants are entitled to unlimited commissary and exchange privileges. A valid IRR or CAC ID card must be presented when entering the facilities.

2. Dental Benefits. Participants are eligible for the TRICARE Dental program. Dental coverage for members of the National Guard and Reserves is based on the member's military status. Family members are eligible for the TRICARE Dental Program, a voluntary, premium-based dental insurance plan regardless of the sponsor's military status. For more information go to:
<http://www.tricare.mil/mybenefit/home/Dental/NGR>.

3. TRICARE Medical Benefits. Participants are eligible for TRICARE medical benefits while on active duty for annual training (AT) only. Upon execution of AT orders, members are automatically designated as eligible for TRICARE PRIME and family members are automatically designated as eligible for TRICARE STANDARD. If a participant desires TRICARE PRIME for family members while on AT, they must enroll the family members at the local TRICARE office when beginning active duty for AT. Family and participant eligibility ends upon completion of AT orders. If a participant has private health insurance, TRICARE is the second payer for medical expenses.

4. Thrift Savings Program (TSP). While on active duty for annual training, HPSP and FAP participants are eligible to initiate a TSP account and contribute any percentage (1 to 100%) of basic pay. However, the annual total of tax-deferred contributions cannot exceed the Internal Revenue Code limit, which is \$16,000 for 2009. Stipend payments are not eligible for TSP contributions. The HPSP Accession Bonus is eligible for TSP contribution, but a TSP account must have been established on active duty prior to receipt of the Accession Bonus.

5. Use of Morale, Welfare and Recreation (MWR) Facilities. Participants are entitled to unlimited use of MWR facilities and

equipment. A valid military ID card must be presented when entering the facilities.

6. Service-member's Group Life Insurance (SGLI). While on active duty for annual training, HPSP and FAP participants are automatically enrolled in SGLI. Members are automatically insured for the maximum amount of \$400,000 unless the student officially requests less coverage. Coverage can be reduced only by increments of \$50,000 or canceling it entirely. In addition, the SGLI coverage includes Traumatic Injury Protection, which provides service members protection against loss due to traumatic injuries and is designed to provide financial assistance to members so their loved ones can be with them during their recovery from their injuries. The coverage ranges from \$25,000 to \$100,000 depending on the nature of the injury. Members of the Individual Ready Reserve (IRR) will be charged \$26.00.00 per month for \$400,000 of coverage while on annual training. After release from AT, students may extend their life insurance coverage by converting SGLI to Veterans Group Life Insurance (VGLI). See Chapter 5-13 for details

7. Miscellaneous Benefits. Many merchants and stores offer military members special rates and discounts with a valid military ID card. Additionally, certain credit unions, insurance companies, and financial institutions provide special benefits for military members.

CHAPTER FIVE
ANNUAL TRAINING

5-1. Introduction to Annual Training (AT). HPSP/FAP participants are required by law to perform an active duty, annual training period every year while in the program. Annual Training provides a valuable adjunct to professional education and assists in the participant's adjustment to future active duty service with the Navy. AT which requires travel outside the Continental United States or hazardous duty such as Dive School or Jump School is prohibited. While on AT, a student receives the full pay and benefits of an Ensign. Stipend is not paid when a student is on AT.

5-2. Annual Training Length. Every eligible member of the HPSP is required by law to perform 45 days of AT for each year of program participation (four-year scholarship students will perform a total of four AT periods; three-year scholarship students will perform three AT's, etc.). Officer Development School (ODS), discussed below, counts as one AT period. FAP Participants are entitled to 14 days of AT per scholarship year.

a. HPSP participants can not extend an AT period beyond 45 days or split the time between two different Naval Medical facilities. FAP participants cannot extend their AT beyond 14 days.

b. Clerkship ATs are limited to 28 days of travel away from the student's school. Annual training at Officer Development School is authorized for 5 weeks. School Orders will complete the remaining days of allowable AT. The "School Orders" portion may occur at the beginning or end of the 45 day period. If the student's school schedule does not allow time for an AT at a Navy facility, an AT period will be served as "School Orders" (see below).

5-3. Types of Annual Training.

1. Officer Development School (ODS). This is a five-week Navy officer orientation at Newport, Rhode Island, which should ideally be completed at the first available opportunity. Generally this is prior to entry into professional school or after the first year of study. Further information about ODS is available on the web at <https://www.netc.navy.mil/nstc/otcn/Schoolhouses/ODS/ODSindex.htm>. If a participant has prior commissioned service in any branch of the military, ROTC or military academy service, ODS is not

required. Prior enlisted service does not exempt members from the requirement to attend ODS.

2. Research Clerkship. A research clerkship is performed at a Navy medical research facility and focuses on research related to the operational Navy. These rotations are usually performed by first and second year students who have already attended ODS. For additional information about these opportunities, contact MDAD at OH@med.navy.mil.

3. Clinical Clerkship. A clinical clerkship is performed at a Naval Hospital or clinic, for which the student may receive elective credit toward graduation (the student's school must approve the clerkship for credit). These clerkships are performed by third and fourth year students, generally in preparation for selection for the GME-1 year or active duty assignment. For additional information, please see the MDAD website.

4. School Orders. School Orders are normally taken when the academic schedule does not permit travel to a Navy site. School Orders are performed entirely in the geographical location of the student's school. Students must remain at school for the entire 45-day period (no trips or vacations away from school are permitted). Students starting School Orders do not need to report or check in with any Navy activity or base. The student goes to classes as he/she would normally do, and receives full active duty benefits during the 45 day period. Wearing a Navy uniform is not required when on School Orders. School Orders may contain language to "report by letter only" which means report by sending a letter to the command. They might also contain instructions to report to a local Reserve Center. These instructions are inserted into the orders automatically and should be ignored by HPSP/FAP students.

5-4. Annual Health Verification.

1. Annual Verification Form. The Annual Verification Form must be completed each year prior to initiating AT orders. This form is available on the Program's website. All students should complete the form describing any changes in health status during the preceding year. The Annual Verification Form and HIV results should be faxed to the MDAD secure, medical FAX at 301-295-0008.

2. HIV Testing. An HIV test is required every 2 years. It can be performed at the student's nearest Reserve Center or by a

local health clinic. An HIV test is a reimbursable expense. HIV results may be faxed to the MDAD secure, medical FAX at 301-295-0008.

3. Pregnancy. Pregnant students may perform travel AT up to, but not during, the third trimester. Students should notify MDAD of their pregnancy and estimated date of delivery. Pregnant participants may elect to take School Orders during their pregnancy and be covered under the active duty medical benefit described in section 5-12-B below. Any delay in graduation date must be reported to the MDAD Registrar at OH@med.navy.mil. Pregnant service members are not allowed to attend Officer Development School (ODS) or for 6 months following delivery. For additional information, contact MDAD at OH@med.navy.mil.

4. Height/Weight Requirements. Students are responsible for maintaining good health and physical readiness. All participants are encouraged to develop a personal fitness program to maintain physical fitness and stay within required Navy weight standards as shown in Appendix B. Navy height/weight standards are waived during pregnancy but must be met within six months of delivery.

5-5. AT Travel.

1. Navy travel regulations state that one day's travel is equal to 350 miles. HPSP students are authorized one day of travel to their site of AT. The last day of the AT is used for return travel. If the AT site is greater than 350 miles from the student's school, MDAD is required to issue a government purchased airline or train ticket. If the AT site is less than 350 miles from the student's school, the student may request to drive. The 350 mile driving limit policy is in accordance with current DOD travel regulations which considers a day of driving as 8 hours with an hour lunch break and 55 mph as the speed limit.

2. Travel for family members is not authorized in AT orders. If family members accompany a student, the Navy will not reimburse the student for any expenses the family members incur.

5-6. Requesting AT.

1. Students are responsible for scheduling and securing their own clerkships. Prior to initiating Naval Reserve Order Writing System (NROWS) orders, a student must request a clerkship position from the Graduate Medical Education coordinator at the

AT site, using the list of GME Coordinators found on the Program's website. Once a student has received an acceptance letter from the site, the student must submit an AT request using NROWS. Students must send a copy of the clerkship acceptance letter to the MDAD Travel Section via FAX at 301-295-1811 or scan and e-mail to OH@med.navy.mil. Plan in advance, and follow up on requests for clerkship assignments with the activities.

2. Students must apply for AT through the Naval Reserve Order Writing System (NROWS), which can be accessed only through the Navy Reserve Website (NRWS) located at <http://navyreserve.navy.mil/Public/Staff/WelcomeAboard/default.htm>. Click on the Login button at the top right and follow the instructions to create an account. The directions for requesting orders via the Naval Reserve Web Site (NRWS) and NROWS are listed in Appendix E and are on the MDAD Website. All AT applications must be placed in NROWS at least eight weeks prior to the start of the requested AT period.

3. After initiating orders in NROWS, a student will receive an order tracking number. A student should keep that number for tracking the set of orders.

4. Students are permitted only one AT period during any given fiscal year. The military fiscal year runs from 1 October until 30 September the following year.

5-7. Annual Training Locations.

Current listings of AT locations and types of clinical and research clerkships can be found on the Program's website located at:

<http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/HPSPandFAPAnnualTraining.aspx>.

5-8. AT Orders.

1. Orders (and tickets, if required) for an AT will be issued approximately 10 days prior to the date the student is scheduled to report for duty. Students should read orders and tickets carefully to ensure that they are correct. If the student has questions or if there is any discrepancy, MDAD must be contacted immediately at 301-319-4538 or OH@med.navy.mil.

2. Once orders are received, students are expected to complete them. If for any reason a student cannot complete a set of AT orders, MDAD must be notified immediately at 301-319-4538.

3. When reporting to and departing from a duty station, students must have the original orders endorsed (signed) by the Personnel Support Detachment (PSD) or Quarterdeck to reflect the time and date they reported and detached. This is the only proof that the active duty orders were completed. These dates and times are used to compute travel and authorized per diem pay. Students will not be paid without them.

4. Check-in at Clerkship/Officer Development School (ODS). Upon arrival at the clerkship site or ODS, students will report in to the GME coordinator or the ODS Admin Officer at King Hall.

a. If the student's itinerary does not have a Certificate of Nonavailability (CNA) number on it, the student must check in with the Bachelor Officer Quarters office for a room, regardless of what the itinerary says.

1) If a room is available, a student MUST use it.

2) If no BOQ rooms are available, the student must get a Certificate of Non-Availability (CNA) stamp on the orders or a letter from the BOQ manager. Only with this documentation can the student be reimbursed for commercial lodging.

3) Once the student has a CNA, commercial lodging is authorized in accordance with Block 12 of the student's orders.

b. If the student's itinerary has a CNA on it, the student may use commercial lodging as authorized in the orders. Reservations must be made at a facility that charges the government rate. When making reservations, students should tell the reservation clerk at the facility that they will be on official military orders and require the government rate for lodging.

5. No Messing Available Letter. This letter is issued by the GME coordinator and authorizes the student to receive reimbursement for meals at the full per diem rate in accordance with Block 13 of the orders. Without this authorization, students will only receive a partial per diem rate. If there is any difficulty obtaining a No Messing Available Letter, contact MDAD immediately at OH@med.navy.mil. Some sets of orders will contain a statement that messing is not available so full per diem is authorized. If this statement is in the orders, a No Messing Available Letter is not required. If in doubt, the student should obtain a No Messing Available letter before leaving.

5-9. Uniforms.

1. The Naval uniform is to be worn when on AT at a Navy Medical Department facility, while serving aboard a Navy vessel, or other indicated times. The Navy authorizes a variety of uniforms for all climates and seasons, plus jackets, raincoats, overcoats, etc., for both men and women. A complete description of authorized uniform combinations and specific instructions for placement of rank and insignia are contained in the United States Navy Uniform Regulations. These regulations are available in the administration section at any Navy training location and on the web at:

https://buperscd.technology.navy.mil/bup_updt/508/unireg/uregMenu.html

2. Students are authorized to purchase Navy uniforms from the Navy Uniform Shop at any Navy Exchange, by calling the Navy Uniform Support Center at 1-800-368-4088, or via the web through the Navy Exchange website: <https://www.navy-nex.com/> or https://www.nexnet.nexweb.org/pls/nexauth/wg_select_speed. Students must have a current military ID (IRR) and be listed in the Defense Enrollment Eligibility Reporting System (DEERS) in order to purchase uniforms. It is not recommended that first-time uniform purchasers buy uniforms by mail, due to size variations between civilian and military clothing. An experienced officer or clothing sales store person can assist a student in selecting the minimum requirement for a student's assignment/needs. If additional assistance is required, contact MDAD at OH@med.navy.mil.

a. Students do not need to purchase uniforms prior to attending ODS. Uniforms will be purchased there.

b. Before reporting on AT, students must contact the GME/GDE coordinator at the facility regarding the specific uniform(s) required for the AT. If the student has not attended ODS, a minimal set of uniforms should be acquired prior to the start of the AT. However, in some instances, students may be able to purchase uniforms after reporting.

5-10. Uniform Allowance. Students are authorized a one-time uniform allowance of \$400.00. Students will be paid the uniform allowance via Direct Deposit after the first AT. Although the cost of a full set of uniforms will exceed \$400.00, this is the limit set by Congress for officer uniforms. Students are not

reimbursed for uniform purchases through the reimbursement process.

5-11. Navy Grooming Standards. While on AT at a military facility, students must conform to Navy dress and grooming standards. Official Navy standards are located in the Uniform Regulations.

[https://buperscd.technology.navy.mil/bup updt/508/unireg/uregMenu.html](https://buperscd.technology.navy.mil/bup%20updt/508/unireg/uregMenu.html). In general, men should be clean shaven daily with trimmed hair (blocked or tapered) and sideburns (no hair touching the shirt collar). Women's hair should not touch the shirt collar in uniform and makeup should be conservative.

5-12. Entitlements. While on AT, students are entitled to all the rights and privileges of a commissioned officer.

a. Pay. Military Pay tables are available on line at: <http://www.dfas.mil/militarypay/militarypaytables.html>

1) Base Pay. Students receive base pay as an Ensign (O-1) with less than 2 years of service. Students who have established prior service entitlements will be paid at a higher rate (see the military pay scale for more details). Base pay is taxable.

2) Basic Allowance for Housing (BAH). BAH is a nontaxable pay that compensates an officer for the cost of housing at the assigned place of duty. For HPSP and FAP students, it is based upon the zip code of the student's address on the annual training orders, and is paid at a single or with dependents rate as applicable.

3) Basic Allowance for Subsistence (BAS). Students receive a nontaxable BAS at the officer rate.

4) Per Diem. Per Diem is a daily meals and lodging allowance paid when on official government travel away from the permanent duty station. When in receipt of travel orders, students must use Government quarters and messing when available. Students are not entitled to full per diem at military installations where both Government quarters and meals are available, such as at Officer Development School.

(a) Lodging: If quarters are not available at the student's AT site, the student must obtain a Certificate of Non-Availability from the BOQ or housing manager. This certificate must be attached to the AT orders and the travel

voucher/claim (DD Form 1351-2), submitted at the end of the student's AT, if the student wants to receive payment for commercial hotel expenses.

(b) Meals: No Messing Available Letter. This letter is issued by the GME coordinator and authorizes the student to receive reimbursement for meals at the full per diem rate in accordance with Block 13 of the orders. Without this authorization, students will only receive a partial per diem rate. Some sets of orders will contain the following: "The use of mess adversely affects mission performance, per-diem authorized at commercial rate." If this is present in the orders, a No Messing Available Letter is not required. When in doubt, the student should obtain a No Messing Available Letter.

b. Medical care while on Annual Training. While on AT, students are entitled to routine and emergency medical and dental care at the nearest Military Treatment Facility (MTF). While in transit to and from a Navy base during the period covered by AT orders, a student is authorized emergency care from civilian sources if it is not readily available from an MTF. If a student must use a civilian facility while in transit, notify MDAD or TRICARE immediately so that billing procedures can be established with the proper Navy facility.

c. Dependent medical care. While the student is on AT, his/her dependents are eligible for care through TRICARE. Before using TRICARE, contact the Health Benefits Advisor's office at the nearest MTF. Information about TRICARE can be accessed at <http://www.tricare.mil/>. Please note the following about TRICARE:

1) TRICARE is only available for dependents when the student is on active duty orders for a period longer than 30 days.

2) Students should check with TRICARE to find the nearest Military Treatment Facility to their location.

3) Dependents must be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) at a Navy Personnel Support Detachment (PSD) in order to be eligible for TRICARE. It is the active-duty member's responsibility to perform this at the start of each AT.

4) For more information, contact the Health Benefits Advisor's office at the nearest military medical facility.

d. While on AT, students (not dependents) are eligible for dental care at military dental facilities or through TRICARE Prime Remote. If greater than 50 miles from a military dental facility, TRICARE Prime Remote can be used to obtain care. Students can use up to \$500 per appointment and \$1500 per year of routine care before a preauthorization is required through the Military Medical Support Office (MMSO). The MMSO website with all the required forms and processes outlined is located at: <http://www.tricare.mil/tma/MMSO/>

e. Leave. Students accrue four days of leave while on 45 days of AT. Students are not authorized to take leave during AT or carry over leave after completion of AT. All accrued leave will be "sold back" to the Navy. Students will be paid for their leave via Direct Deposit at the rate of one day of base pay per day of leave. Prior active duty members who have already been paid for 60 days accrued leave cannot be paid for their leave.

5-13. Servicemembers' s Group Life Insurance (SGLI) and Veteran's Group Life Insurance (VGLI) .

1. SGLI offers military personnel life insurance coverage up to \$400,000 while on AT. The monthly premium is automatically deducted from the member's AT paycheck. MDAD should be notified by the student if the student wishes to decline SGLI.

2. After release from AT, students may extend their life insurance coverage by converting SGLI to VGLI. The method of payment is by coupon. The length of participation is limited to five years, but is renewable. Students cannot apply for VGLI unless they were previously insured under SGLI during AT. After release from AT, students have 120 days to convert to VGLI without having to provide evidence of insurability for an amount not to exceed the SGLI coverage. Once the 120 day period has passed, students have an additional year to apply for VGLI, but evidence of insurability may be required. VGLI must be purchased in \$10,000 increments. For further information about this coverage, contact the Office of Servicemember's Group Life Insurance (OSGLI), 213 Washington St., Newark, NJ 07102. OSGLI's toll-free number is: 1 800-419-1473.

3. How to apply for VGLI:

a. Within 120 days after release from AT:

1) Obtain VA form 29-8714, Application for VGLI, from any Department of Veterans Affairs office or from Office of Servicemen's Group Life Insurance (OSGLI), 213 Washington St., Newark, NJ 07102. OSGLI's toll-free number is: 1 800-419-1473.

2) Mail the completed VA form and a fully endorsed copy of the recent AT orders and the first month's premium (as stated) on the Rate Schedule on the application to OSGLI. Upon approval of the application, the student will receive a certificate and a supply of monthly premium payment coupons. If a student prepays 11 months of premiums, the twelfth month will be received free of charge as a discount incentive. Due dates will be shown on the monthly coupons.

b. Within one year, after 120 days after release from AT:

1) Obtain VA Form 29-8714-2, Application for VGLI Veterans Separated More than 120 days, from any VA office or OSGLI.

2) Follow the same instructions given above. The basic difference between the two forms is the inclusion of a health information section on VA form 29-8714-2. OSGLI may also request additional medical information of further proof of insurability, if warranted by the answers in the health information section.

4. Students may cancel their VGLI to take advantage of the 120-day SGLI free premium each time they report on AT. However, once on extended active duty after graduation, students must cancel their VGLI policy and take the SGLI. Students will again become eligible for the VGLI 5-year renewable policy after release from active duty.

5-14. Travel Claim Processing/Annual Training Reimbursement.

1. Travel claims (DD form 1351-2) are checked for accuracy and verified to ensure that only reimbursable items are being claimed. The properly completed DD 1351-2 is signed by the MDAD Approving Officer and submitted to Personnel Support Detachment (PSD) Bethesda for reimbursement to the student. Blank Travel Claims can be found on the Program's website under the Annual Training Section. Students may stop by the PSD of their AT clerkship site to obtain assistance in filling out a travel claim prior to submission or contact MDAD at OH@med.navy.mil. A checklist for completing a Travel Claim is located in Appendix H of this instruction.

2. How to Submit a Travel Claim. All Travel Claims must be submitted no later than 5 business days to the Accessions Department Travel Section upon completion of travel.

a. Step 1: To prevent delays in processing, please include the following when submitting a claim:

1) DD-1351-2, Travel Voucher (Do not submit a claim for travel reimbursement on an SF 1164, which is used for reimbursement for books and supplies.

2) Copy of your Orders

3) No Messing Available Letter. This letter will be provided by the Graduate Medical Education (GME) Coordinator at the clerkship site. Students will not receive the full commercial meal rate without this letter. If attending Officer Development School (ODS), this will not be available.

4) Itemized Lodging Receipt. If this receipt is not itemized, PSD will not reimburse for lodging.

5) Car Rental Receipt (Only if authorized). Travelers must submit a SATO Itinerary with car rental reservations included in order to be authorized for reimbursement of a rental car. Expenses for a rental car cannot exceed the rate stated on the itinerary. If so, the traveler will pay the difference.

6) Gas receipts, taxi receipts, shuttle receipts, dry cleaning receipts, parking receipts and in some cases, transit receipts.

7) Electronic Funds Transfer (EFT) form: An EFT form must be included with every travel claim before it will be processed. The purpose of the EFT form is to ensure that travel reimbursement is deposited into the correct bank account. Use of the EFT will not affect stipend or active duty pay. PSD will not process a claim without an EFT form.

b. Step 2: Complete the Travel Claim Form, DD 1351-2.

1) Block 5: Please check TDY

2) Block 8: The travel order number is the last five digits of the Standard Document Number (SDN) on the orders, located in the top right corner of the travel orders.

3) Block 11: This is the unit to which the traveler is assigned, "HPSP."

4) Block 15: The codes required are on the second page of the DD 1351-2. Some of the most common are:

(a) Means/Mode of Travel: PA (personal auto), GP (government plane). **If PA is listed as the transportation, a student will be reimbursed for distance driven from the home address on the orders to the duty station. Mileage will be calculated based on a standard mileage table. Travelers do not need to calculate these distances.

(b) Reason for Stop: AT (awaiting transportation), TD (temporary duty), MC (mission complete).

5) Block 18: Any reimbursable expenses should be listed (e.g. lodging, car rental, taxi or shuttle fares, gas, tolls, dry cleaning for uniforms, or parking fees). Do not list food expenses. Food expenses are covered by the per diem payment. Save all receipts for these items and submit them for verification of the expense. Bank statements are not accepted by PSD as justification for expenses or proof of payment.

c. Step 3: Send Accessions Department Travel Section the completed travel claim by Fax to (301) 295-6014 or e-mail to OH@med.navy.mil with the subject heading "ENS (or LT) (Last Name)-Travel Claim.

d. Step 4: Once the Travel Claim is verified by Accessions Department Travel Section, it is submitted to the National Capital Area/NNMC Personnel Support Detachment (PSD) office for processing. Expect reimbursement within 4-6 weeks after it is sent to PSD. Reimbursement for travel is deposited directly into the participant's direct deposit account. Because it is a "reimbursement" and paid by voucher, it will not be seen on a Leave and Earnings Statement.

3. When corresponding with MDAD about a travel claim, the student's name, corps affiliation (i.e. medical, dental, medical service, nurse candidate), the last four numbers of the student's SSN, and dates of travel should be used for identification purposes.

CHAPTER SIX
MEDICAL PROFESSIONAL AND CAREER PLANNING

6-1. Professional and Career Planning. The best way to get what you want is to be the best at what you do! The Navy looks at prior success and accomplishment as an indicator of future success. Students should demonstrate to clinical supervisors and program directors that they are willing to work hard to be the best physician they can be. By volunteering for the difficult assignments and completing tasks on or before deadlines, students show what they can do. Always demonstrate the Navy's core values of honor, courage and commitment.

6-2. Graduate Medical Education (GME) Internship Application Procedures.

1. Questions regarding Graduate Medical Education should be sent to OH@med.navy.mil. Write "Career Planning" in the subject line. It will be answered by the appropriate person.
2. In January of the junior year, Medical Corps HPSP students will receive an e-mail about how to schedule Navy clerkships from the Professional and Career Planning Section. Questions regarding the GME-1 application process may be addressed to OH@med.navy.mil
3. It is imperative that students submit copies of medical licensing board examinations (USMLE or COMLEX) to MDAD as soon as results are available. It is particularly important for a student who received a low passing score on Step 1 to have Step 2 in their GME-1 application to show the Intern Selection Committee that the student isn't an "academic risk" and isn't in jeopardy of not graduating. Per the HPSP contract, signed at the time of entry into the program, Step II CK or COMLEX Part II CE should be taken by mid October so that results are available by mid November of the year before graduation.
4. In June, the year prior to graduation, students will receive a group e-mail outlining the procedures for application for internship/first year of graduate medical education (GME-1). All Medical Corps HPSP recipients are required to apply to the Navy for their first year of GME. The Navy application enables students to submit a preference list of their choices for GME-1. An applicant may apply for Navy training for their GME-1 year or request permission to complete a civilian residency (a full deferment of active duty obligation until residency completion). Details about the application

process will be included in the group e-mail and available in MPT&E NOTE 1524.

6-3. Graduate Medical Education Intern Selection Board

(GMESIB). The Navy Surgeon General convenes a Graduate Medical Education Intern Selection Board (GMEISB) each November for graduating medical students. It is held just prior to and in conjunction with the Graduate Medical Education Selection Board (GMESB). Information regarding Graduate Medical Education in the Navy can be found at:

<http://www.med.navy.mil/sites/navmedmpte/gme/Pages/default.aspx>

6-4. Factors Considered by the GMEISB. Applicants are evaluated on the basis of the following:

- a. Medical school performance (pre-clinical and clinical years).
- b. Standardized test scores.
- c. Evaluations such as Dean's letter, letters of recommendation, clerkship reports, and interviews at Navy training sites.
- d. Potential as an intern and military adaptability.

NOTE: In the selection process, clerkship evaluations and interview reports from Navy hospitals are very important. Students must make every possible effort to perform Annual Training periods, or at least interview at the Navy hospitals where the student would like to receive GME-1 training. The Navy and the HPSP Program cannot fund travel for interviews, so students should schedule interviews during annual training periods.

6-5. Selection for GME.

1. All Medical Corps HPSP recipients are required to submit a Navy GME-1 application and apply via the Electronic Residency Application Service (ERAS). The Navy application enables students to submit a preference list (in descending order) of their choices for GME. ERAS provides all academic data and documentation required for evaluation by Program Directors. An applicant will apply for Navy training for his/her GME-1 year and may request permission to complete a civilian residency (a full deferment of active duty obligation until residency completion).

2. Full deferments are granted based on the needs of the Navy. A student requesting a full deferment but not selected for one will be selected for a Navy GME-1 year.

6-6. Notification of GMEISB Results. Students will be notified in mid-December of the results of the GMEISB. This provides adequate notice for continued participation in the civilian match if necessary.

6-7 Medical Corps Career Progression. There are many career opportunities and paths that are available in the Navy Medical Corps. Discussion with mentors, detailers (assignment officers) and specialty leaders is imperative to being a knowledgeable officer. The GME website offers information related to professional development and can be found at: <http://www.med.navy.mil/sites/navmedmpte/Pages/ProfessionalDevelopment.aspx> . Appendix G of this instruction lists some of the possible career progression paths within the Medical Corps.

CHAPTER SEVEN
DENTAL GRADUATE EDUCATION AND CAREER PLANNING

7-1. PGY-1 (AEGD/GPR) Graduate Dental Education (GDE)

Application. In August of the senior year, the student will receive an application package with complete instructions. The Chief of the Navy Dental Corps will convene a selection board in mid December with notification of selection in early January. Although it is highly recommended, it is not required that Dental Officers complete a PGY-1 year. All dental students must complete the application and those who choose not to apply for a PGY-1 position will indicate that on the application.

7-2. Postgraduate Dental Specialty Residency Programs.

In January of the junior year, students should review the Dental Corps Graduate Education Announcement (1520) posted on the Dental Corps Home page located at http://www.bethesda.med.navy.mil/Careers/Postgraduate_Dental_School/. This will indicate which postgraduate dental programs are available and instructions on how to complete the application process. Questions regarding the Duty Under Instruction Selection (DUINS) application process may be addressed to the Director, Dental Corps Programs of the Graduate Programs Department (Code OGDC) available at (301) 295-0650. It should be noted that the DUINS board convenes prior to the PGY-1 board and the applications are separate.

7-3. Duty Under Instruction Selection Board (DUINS). The Navy Surgeon General (SG) convenes a Graduate Dental Education Selection Board every June. During the junior year, the student's application for Post Graduate Dental Specialty Residency training must be received by 1 May in order to be considered by the DUINS Selection Committee. The Chief of the Navy Dental Corps is the President of the Board.

7-4. Factors Considered by the PGY-1/DUINS Selection Board.

Applicants are evaluated on the basis of the following:

a. Dental school performance (preclinical and clinical years).

b. Standardized test scores.

c. Evaluations such as Dean's letter, letters of recommendation, clerkship reports, and interviews at Navy training sites.

d. Potential as a PGY-1 resident or dental specialty resident and military adaptability.

7-5. Selection for PGY-1 and Dental Specialty Residencies.

1. Students are permitted to submit an application for dental residency via the DUINS board. Although it is less likely that a student will be granted a residency, it is a possibility. Students will be notified in late June of the year prior to graduation if selected for the Postgraduate Dental Specialty Residency (i.e. the DUINS board). If not selected for a postgraduate residency, dental students may apply in August of the year prior to graduation for the Advanced Education in General Dentistry (AEGD) or the General Practice Residency (GPR). Students will be notified no later than January of their graduating year. For information detailing the AEGD Program please click on the link:
<http://www.bethesda.med.navy.mil/Careers/Postgraduate%5FDental%5FSchool/AEGD%5F1%5FYr/>
for information about the GPR Program, please click on the link:
<http://www.bethesda.med.navy.mil/careers/Postgraduate%5FDental%5FSchool/GPR/>

2. Navy Active Duty Delay for Specialists (NADDS) Program: An applicant may apply for permission to do a civilian Dental Specialty Residency with a full deferment of active duty obligation until residency completion. Numbers of deferments are limited and based on the needs of the Navy.

CHAPTER EIGHT
OPTOMETRY CAREER PLANNING

8-1. Externships. It is recommended that optometry students perform one of their fourth year externships at a Navy Facility. This provides optometry students an orientation to Navy Optometry as well as fulfilling a graduation requirement. The Navy has a number of sites where this training can be accomplished with established Memorandums of Understanding with the schools. Since optometry externships exceed the standard 30 days of travel, AT orders are not authorized for these externships.

8-2. Officer Development School (ODS). Optometry students should attempt to attend ODS prior to graduation. If unable to attend prior to graduation, graduates will be scheduled for the 5 week course after graduation and before reporting to their first active duty assignment. The optometry detailer will coordinate and schedule ODS as part of the graduate's orders to active duty.

8-3 Orders. In December of their senior year, students should contact the optometry detailer (assignment officer). The detailer will have a list of possible assignments. Students should discuss their needs and desires concerning placement. If there are any special needs such as family members with medical or educational requirements, students must disclose this. Contact information for the Optometry detailer is:

Medical Service Corps Assignment Officer
Naval Personnel Command
5720 Integrity Drive
Millington, TN 38055
Com: (901) 874-3756
DSN: 882-4041
Fax: (901) 874-2680

CHAPTER NINE
PHYSICIAN ASSISTANT (PA) CAREER PLANNING

9-1. Clerkships. The current Specialty Leader for Physician Assistants does not recommend Navy clerkships for physician assistant students. PA students should take school orders for their ATs.

9-2. Officer Development School (ODS). ODS will be completed after graduation. It will be coordinated by the physician assistant detailer (assignments officer).

9-3. Orders. Approximately six to nine months prior to graduation students should contact their detailer. The detailer will have a list of possible assignments. Students should discuss their needs and desires concerning placement. If there are any special needs such as family members with medical or educational requirements, students must disclose this. Contact information for the PA detailer is:

Medical Service Corps Assignment Officer
Naval Personnel Command
5720 Integrity Drive
Millington, TN 38055
Com: (901) 874-4115
DSN: 882-4041
Fax: (901) 874-2680

CHAPTER TEN
PODIATRY CAREER PLANNING

10-1. Clerkships. At present, the Navy does not offer clinical clerkships for podiatry students. Podiatry students may complete school orders for their AT.

10-2. Graduate Training. The Navy does not offer a podiatric internship or residency. Students may apply to Army graduate podiatric training or request to enter the Navy Active Duty Delay for Specialist (NADDS) program to complete training. Procedures for application will be published in a separate message at a future date.

10-3. Officer Development School (ODS). ODS will be completed after graduation. It will be scheduled and coordinated by the detailee (assignments officer).

10-4. Orders. Approximately six to nine months prior to graduation students should contact their detailee. The detailee will have a list of possible assignments. Students should discuss their needs and desires concerning placement. If there are any special needs such as family members with medical or educational requirements, students must disclose this. Contact information for the Podiatry detailee is:

Medical Service Corps Assignment Officer
Naval Personnel Command
5720 Integrity Drive
Millington, TN 38055
Com: (901) 874-3756
DSN: 882-4041
Fax: (901) 874-2680

CHAPTER ELEVEN
NURSE CANDIDATE PROGRAM (NCP)

11-1. Introduction. The Nurse Candidate Program provides a monthly stipend for full time students in accredited Bachelor of Science Nursing programs. Students can enroll after their sophomore year and receive an initial grant of \$10,000 (paid in two installments of \$5000 each), plus \$1000 a month for up to 24 months. After graduation, participants enter the Navy Nurse Corps as an Officer, with the opportunity to earn a competitive salary, regular promotions, comprehensive medical and dental coverage, low cost travel opportunities, excellent retirement and educational benefits, further training, and a rewarding clinical practice. Additional benefits include 30 days of paid vacation a year, use of military recreational facilities around the world, the opportunity to serve around the world in a variety of facilities, and be a part of supportive team of highly trained professionals.

11-2. Active Duty Service Obligation. One to 12 months of participation in the NCP results in an Active Duty Service Obligation of 4 years. Thirteen to 24 months of participation in the NCP results in an Active Duty Service Obligation of 5 years.

11-3. Program Requirements.

1. During the course of the program, students are required to keep MDAD informed of changes in address, telephone number, dependency status or physical condition.
2. Participants are required to submit a Graduation Academic Year Statement, which is endorsed by the Dean or Registrar of the school, at least six months prior to graduation. Participants can scan and e-mail (OH@med.navy.mil), or fax (301-295-6014) it to MDAD.

11-4. Officer Development School (ODS).

1. ODS is designed to provide newly commissioned Navy officers with the basic information required to understand Naval culture. It is designed to help create future Navy leaders who support the fleet. ODS is physically located in Newport, Rhode Island and lasts for 5 weeks. For more information about ODS go to the website located at <https://www.netc.navy.mil/nstc/otcn/Schoolhouses/ODS/ODSindex.htm>

2. Orders.

a. NCP participants should receive orders to active duty 2-3 months prior to graduation. Orders will typically be sent to the participant's assigned recruiting district office.

b. After graduation, NCP participants will typically be given 30 to 120 days to study and take Nursing boards prior to reporting to ODS. All NCP graduates MUST pass the National Clinical Licensing Examination (NCLEX) prior to commissioning and attending ODS.

c. For more information about orders, contact the Nurse Corps Assignment Officer (Detailer) at:

Nurse Corps Assignment Officer
Naval Personnel Command
5720 Integrity Drive
Millington, TN 38055
Com: (901) 874-4041
DSN: 882-4041
Fax: (901) 874-2680

CHAPTER TWELVE
FINANCIAL ASSISTANCE PROGRAM (FAP)

12-1. Program Description. Financial Assistance Program (FAP) is an Individual Ready Reserve Program for physicians and dentists currently accepted to or enrolled in an accredited residency or fellowship program progressing toward a specialty which has been designated as critical to the Department of Defense. FAP participants receive a monthly stipend, 14 days of active duty annual training, reimbursement for all required tuition, fees, books and equipment for training, and a yearly grant paid on the anniversary of enrollment into the program. In exchange for these benefits, the FAP participant agrees to serve on active duty for a period of the number of years of participation in FAP plus one year (i.e. 4 years of FAP benefits results in 5 years of active duty obligation).

12-2. Reimbursement for Books and Equipment. FAP reimbursement follows the procedures outlined for HPSP/FAP. Please see the chapter on reimbursements for details.

12-3. Tuition. Tuition is not generally paid for medical residencies. Dental FAP participants may have an associated tuition. Tuition will be paid directly to the facility via contract between the Navy and the training facility. Please see the chapter on tuition for details.

12-4. FAP Stipend and Grant.

1. The stipend for FAP mirrors the HPSP stipend. Unless otherwise directed by the Assistant Secretary of Defense (Health Affairs) the stipend increases by the yearly cost of living adjustment given to active duty military members effective every 1 July. The current annual grant for FAP participants is \$45,000 and is paid yearly in a lump sum (minus income taxes) on or about the anniversary of the participant's benefit start date.

2. FAP Stipend. The FAP stipend starts on the FAP eligibility date and ends on the contract completion date. Members of the FAP are eligible for 12 months of financial assistance each year: 11 1/2 months of stipend and 14 days of full pay and allowances while on Annual Training (AT). Stipend payments are suspended when a participant is on AT. The first stipend check will be deposited approximately 30 days after the eligibility date.

3. FAP Grant. The initial FAP Grant will be received upon entry into FAP. Subsequent grant payments are paid on the entry anniversary date until graduation. The last grant payment is prorated from the anniversary date to the graduation date. The following is an example of a FAP Grant payment schedule for a participant with a Benefit Start date of 1 January 2008 and graduating 1 July 2010:

- a. First grant payment (full) is in January 2008.
- b. Second payment (full) is in January 2009.
- c. Third payment (half) is in January 2010.

12-5. Fitness Reports.

1. All FAP students have Navy Fitness Reports written while in training. Fitness reports for Medical Corps participants are written by the Graduate Medical Education Office of the Manpower, Personnel, Training, and Education (MPT&E) Command. A request for performance information will be sent from the MPT&E Program Manager, to the participant's Program Director during the summer, in order to meet the Navy's October deadline for completed fitness reports. All fitness reports are submitted as "Not Observed" reports. The original report is sent to the Bureau of Personnel in Millington (Code 311), and is placed into the officer's electronic service record. A copy of the report is sent to each participant for his/her personal files. Officers are reminded to maintain a copy of all fitness reports for possible use in the future.

2. Please contact the FAP Program Manager at 301-319-4118 or by e-mail at charlotte.m.moore@med.navy.mil for assistance.

12-6. Program Requirements.

1. While in the FAP Program, the participant is required to keep the Program Manager and MDAD informed of any changes in academic status, address, telephone number, e-mail address, dependency status or physical condition. Please contact charlotte.m.moore@med.navy.mil and OH@med.navy.mil with any changes.

2. Participants are required to complete their academic programs in a satisfactory manner within the time allotted, and must keep the FAP Program Manager informed, in writing, concerning matters affecting standing in the program, including academic failure or changes in physical condition. Each year a letter is sent to the

participant to update all pertinent information. The following are grounds for immediate termination from the FAP program:

- a. Failure to comply with instructions
- b. Unsatisfactory academic performance
- c. Conduct unbecoming a Naval Officer
- d. Falsification of documents

CHAPTER THIRTEEN
GRADUATION AND PROGRAM COMPLETION

13-1. Prior to Graduation from Program.

1. MDAD must have the EXACT date of graduation for each participant in HPSP and the NCP programs. The graduation date is the date used as the new active duty officer's date of rank. Date of rank is used to determine eligibility for promotion selection boards. Entry Grade Credit, if applicable (see below) it is factored into the date of rank. Request for DD214s (statement of prior service time) and Advanced Degrees are made approximately 10 months prior to graduation so that Entry Grade Credit calculations can be made. Future graduates should carefully monitor these requests for information and provide a response if applicable within 2 weeks of the request. This will help ensure that appropriate credit is given at the time of graduation.

2. Officer Rank and Entry Grade Credit. HPSP and NCP participants with no previous active commissioned service or without a graduate degree in certain fields (received prior to attending school and prior to being commissioned) are appointed as officers with a date of rank that is the same as the date of graduation from professional school. An officer's date of rank is important because it is the date used to calculate eligibility for the next promotion board. Date of rank does not influence pay, except as it pertains to promotion to the next higher rank and the larger pay that rank entitles.

a. Physicians, Dentists, Optometrists, and Podiatrists come on active duty as Lieutenants (0-3).

b. Physician Assistants come on active duty as Lieutenant Junior Grade.

c. Nurse Candidates come on active duty as Ensigns.

Prior commissioned service and some masters and Ph.D. degrees (listed in OPNAV INST 1120.4) earned prior to entering the HPSP, FAP and NCP programs can be counted toward Entry Grade Credit. Entry Grade Credit when awarded makes the date of rank for the officer earlier than the graduation date. If an HPSP or NCP participant has prior commissioned service or an advanced degree listed in OPNAV 1120.4, contact MDAD for additional information. Participants in either the NADDS or FAP Program who believe an advanced degree or prior commissioned service was not considered

for Entry Grade Credit should contact the Board for Correction of Naval Records (BCNR) at:
<http://www.hq.navy.mil/bcncr/bcncr.htm/>. The BCNR is a separate Navy authority for adjudicating such issues under the direction and supervision of the Assistant Secretary of the Navy for Manpower and Reserve Affairs.

3. Contact the Detailer. The Navy Detailer is the person who assigns graduates to their first duty station. Approximately six to eight months prior to graduation, participants should contact their detailer and begin assignment discussion. By contacting the detailer early, a graduate can find out what is available and provide personal preferences. Where a graduate is placed is based on availability and specialty. Assignments that are overseas or operational are filled preferentially. When discussing preferences, participants should state if they attended Officer Development School (ODS) or not. If not, ODS will be scheduled prior to arrival at the first duty station. Medical HPSP graduates, and Dental HPSP graduates who have been selected for the AEGD and GPR programs, have already been selected through their respective selection boards for their assignments and will not negotiate their assignment with their detailer. Contact information for detailers is as follows:

Surgical Detailer (includes anesthesia and all surgical specialties):(901) 874-4053
Non-Surgical Detailer:(901) 874-4046
Family Medicine and Operational Detailer: (901) 874-4037
Nurse Candidate Detailer:(901) 874-4041
Dental Detailer:(901) 874-4093
Optometry: (901) 874-3756
Physician Assistant Detailer:(901)874-4115

4. Check Medical Clearance. Participants should update the annual verification form and obtain a current HIV every year during their birth month. If there have been any changes in health since the last verification, this should be noted during the verification. A new physical may be required prior to entering active duty, if there have been substantial changes in health. Contact the Medical Records Section of MDAD at OH@med.navy.mil with questions. The Annual Verification Form can be found in the forms sections of the Accessions website:
<http://www.med.navy.mil/sites/navmedmpte/accessions/Documents/Annual%20verification%2034.pdf>

5. Obtain Orders. Once a participant has been given an assignment, the detailer will provide a set of orders. These

orders give instructions on where and when to report and other important information about arranging a household goods move, etc. If the participant has not attended Officer Development School, it will be included in the travel itinerary prior to reporting to the active duty assignment. Orders can be sent to officers directly upon request by the detailee. Orders are routinely sent to the Naval Reserve District Office closest to the officer's educational site, where the participants can obtain them.

6. Contact Sponsors/GME Coordinators. Graduating dental students not going into an AEGD or GPR program, NADDS officers, FAP officers, Optometrists, Physician Assistants and NCP officers should be contacted by a "Sponsor" after orders are initiated. The Sponsor can provide much information about the duty station and should assist with the officer's adjustment. If a participant is not assigned a sponsor, the future active duty Department Head should be contacted and a request made for a sponsor. Graduating medical HPSP students, and dental HPSP students going into a GPR or AEGD program, should be contacted by the hospital's GME Coordinator in mid-February. If contact has not occurred by then, the HPSP participant should initiate contact. The GME coordinator should be kept informed of any changes in report date or contact information. If you have any special needs such as a family member with health/school issues or restrictions on travel due to pregnancy, the GME coordinator should be informed and can assist with special arrangements. The GME coordinators have a wealth of knowledge. Do not hesitate to ask them questions. If traveling to the area of the hospital, stop by and meet the GME coordinator.

7. Physical Examination. Participants are NOT required to obtain a new physical when coming on active duty even though it will say to do so in the participant's orders to active duty. The order writing system has not been updated to reflect current policy and procedures. Exceptions are overseas assignment, which requires a medical screening, and newly diagnosed medical conditions which might interfere with the ability of the participant to complete his/her active duty obligation. Contact Accessions Department immediately for further guidance if applicable.

8. Moving Household Goods. The Navy pays for transportation of household goods from the current place of residence to the new duty station. There is a section in the orders which contains contact information for the nearest Personal Property Office. The publication "It's Your Move" has useful information about

arranging a military move, and can be found on the Web at:
http://www.usapa.army.mil/PDFFILES/P55_2.PDF . Additionally,
<http://www.defenselink.mil/specials/itsyourmove/> and SMART WEB
 MOVE at <http://www.smartwebmove.navsup.navy.mil/swm/> has
 information on moving. If a participant decides to move
 him/herself, information on Do It Yourself Moves can be found
 at:
http://www.military.com/Resources/ResourceFileView?file=Relocation_DITY.htm

9. Service, Medical and Dental Records. The MDAD will forward graduating HPSP participants' service and health records to the Navy Recruiting District nearest their professional school. NADDS and FAP graduates will have their records sent directly to their home of record. Graduates will execute orders and assume custody of their service record on the day of graduation. Students will retain custody of their orders and service record until they report to the duty station specified in their orders. If attending Officer Development School (ODS), MDSD will send medical and service records directly to ODS. To ensure correct pay once on active duty, these records must be in the graduate's possession when reporting to active duty. If deferred from active duty to obtain graduate medical or dental education at a civilian facility, MDAD will retain the student's records until he/she is recalled to active duty. For additional information about service, medical and dental records, contact MDAD at OH@med.navy.mil.

10. Financial Account Reconciliation. Sixty days prior to graduation, all participants should send in any outstanding reimbursements and travel claims. Failure to do so may result in forfeiture of the benefit.

13-2. Graduation, Promotion and Officer Development School (ODS) .

1. Orders and Medical and Service Records. The Naval Personnel Command sends all documents related to officer promotion to the Naval Recruiting District (NRD) closest to the officer's professional school. Graduates should contact their nearest NRD at least 30 days prior to graduation to ensure all documents are there and ready for signature and pickup. Most NRDs will work with the graduate to have commissioning ceremonies and provide delivery of promotion documents. Promotion or "superceding" documents should be signed on the day of graduation from professional school. Immediately upon commissioning, fax a copy of the new oath of office and any prior service DD214 (if any)

to the Navy Personnel Command (NPC) to PERS -822 at FAX: (901) 874-2622. If an officer graduated from professional school and did not sign a superceding/promotion appointment to the appropriate rank, contact the MDAD Registrar at 301-319-4526 immediately or e-mail oh@med.navy.mil. Failure to complete the superceding process will result in problems with military orders and significant delay in receiving correct pay.

2. NADDS and FAP Participation Following Graduation. If participating in the Navy Active Duty Delay for Specialists (NADDS) Program or Financial Assistance Program (FAP) from the Health Professions Scholarship Program (HPSP), the officer must still sign a new oath of office, which promotes the officer to the appropriate rank. While in the NADDS and FAP programs, officers are eligible for promotion in the Individual Ready Reserve (IRR). Promotion can only happen if the officer has been promoted following graduation from professional school. If an officer in the NADDS or FAP programs did not sign a superceding appointment for promotion to Lieutenant in the Medical or Dental Corps upon completion of medical/dental school, contact the MDAD Registrar at 301-319-4526 immediately or e-mail oh@med.navy.mil. Failure to complete the superceding process will result in problems with military orders to active duty, promotion and pays.

3. Stipend and Active Duty Pay. Program stipend terminates on the day of graduation. Active duty pay will not start until the graduated student reports to his/her first duty station. All officers should arrange to have sufficient funds available to pay living expenses prior to the start of active duty.

4. Officer Development School (ODS). ODS is a 5-week course designed to familiarize an officer with the Navy and responsibilities of being a Navy Officer. The course contains a full schedule of academic studies, military and physical fitness training. If a participant did not attend ODS during HPSP participation or did not have undergraduate education in a military academy or ROTC program, ODS is attended immediately prior to reporting to the new active duty assignment. Graduates must have the following when checking into ODS:

- a. Original orders to active duty (you cannot be paid without them)
- b. Service and health records (these will be sent by MDAD to ODS)

c. A copy of the new Officer Appointment Acceptance and Oath of Office.

For the entire list of required documentation, go to the ODS website at
https://www.netc.navy.mil/nstc/otcn/Main_Page/OTC_FAQs.html.

13-3 Travel to First Duty Station.

1. Travel Allowances. Information on travel allowances and reimbursements can be found at the Per Diem, Travel and Transportation Allowance Committee web site at <https://secureapp2.hqda.pentagon.mil/perdiem/>. Officers coming on active duty may be eligible for some of the following allowances:

a. Member and Dependent Travel and Transportation Allowances. When a member must travel under an order, the Government either furnishes transportation, reimbursement, or a payment in lieu of transportation not exceeding the government rate. Generally, a member selects the transportation mode (i.e., airplane, train, bus, or POC/Privatey Owned Conveyance) for travel to new Permanent Duty Station (PDS). The graduate must contact the nearest Military Passenger Transportation Office to make transportation arrangements.

b. Household Goods (HHG) Transportation and Storage. A member directed to make a PCS is authorized HHG transportation and/or storage. A member's HHG weight allowance depends on the member's grade and dependency status. See Chap. 5, par. U5310-B of the Joint Federal Travel Regulations (JFTR) for more information.

c. Dislocation Allowance (DLA). DLA partially reimburses a member with dependents, for the expenses incurred in relocating the member's household on a PCS. By law, there is no DLA allowance when the PCS is from home (or the place from which the officer entered on active duty) to the first permanent duty station (PDS) unless dependents actually move in connection with the PCS. See Chap. 5, par. U5600 of the Joint Federal Travel Regulations (JFTR) for more information.

d. Temporary Lodging Expenses (TLE). TLE is intended to partially pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters INCONUS due to a PCS. Reimbursement is limited to a maximum of 10 days.

2. Travel Tips. If an officer must go to Officer Development School (ODS) prior to reporting to active duty, have household goods packed prior to ODS. If the officer has dependents, ensure that the spouse has a power of attorney to handle the move while the officer is at ODS. There will be very little time between the end of ODS and the start of internship. There are a number of documents that should be hand carried to a new duty station in order to establish a pay record and training/credentials file and get family members into the DEERS system for health care:

a. A minimum of three copies of the orders to active duty and Oath of Office to the new commissioned rank.

b. A copy of all DD-214s if the new officer had prior enlisted or commissioned service.

c. The graduate diploma or an official copy of the diploma (notarized) and an official copy of transcripts showing the professional degree and date of conferral.

d. Copies of additional degree substantiation if any.

e. A letter from the school stating the student has graduated.

f. Birth Certificates for the officer and any children.

g. Marriage certificate if married.

h. Divorce decree if now divorced and former spouse is still listed in the service record's Page 2.

i. A copy of the Medical Student Performance Evaluation (MSPE; also known as Dean's Letter) for GME-1 (as applicable).

j. Copies of BLS and ACLS completion (if applicable).

13-4. Reporting In at First Active Duty Assignment.

1. Uniforms. Officers should have one or more clean sets of Summer Whites, if reporting during the summer uniform period, or Dress Blues, if reporting during the winter uniform period, ready for inspection on the first day of orientation. Don't pack uniforms with household goods. Take them in the car. Officers will need to be in uniform when they report for duty. If going to Officer Development School (ODS) en route to the first duty station, officers will get uniforms there.

2. Additional Uniform Allowance. HPSP/FAP/NADDS officers reporting for their first active duty assignment, are eligible for a \$200 Uniform and Equipment Allowance. The DoD Financial Management Regulation (FMR), DoD 7000.14-R, Volume 7A, Chapter 30 (October 2005), Paragraph 300301 addresses an additional active duty uniform allowance that can be requested via the individual's chain of command and processed by their Personnel Support Detachment (PSD) AFTER that officer has been onboard at the Command for 90 (continuous) days of active duty. The additional active duty uniform allowance is payable to qualified officers in the amount of \$200, and is in addition to the initial \$400 one-time clothing allowance that officers receive after completing Officer Development School or their first annual training while they are in the HPSP program. Officers must request this additional uniform allowance in writing; submit the request through the Chain of Command for approval; and have the Personnel Support Detachment process the payment.

3. Pay. Student stipends end on the day of graduation. The Navy provides no additional pay/stipend until an officer reports for active duty. Graduates must plan ahead to have funds available for expenses during this time. Since a pay record is required to obtain advance pay, officers must wait until reporting for active duty to make such a request. Even under the best of circumstances it can take 1-2 months for pay to normalize. Active duty pay is composed of several payments, which are increased on a yearly basis:

- a. Basic pay - based on rank and years of service.
- b. Basic Allowance for Subsistence - a flat rate for all officers.
- c. Basic Allowance for Housing - based on zip code and dependent status.
- d. Special Pays - based on specialty of practice.

Information regarding military pay can be found at the Defense Finance and Accounting Service web site:
[www.dfas.mil/money/milpay /](http://www.dfas.mil/money/milpay/).

13-5. Additional Considerations.

1. Selection/Promotion Boards. Because of the length of specialty training, some NADDS and FAP graduates will find that they are eligible for a selection board during their first year

on active duty. If a participant was not selected for Lieutenant Commander while in the IRR, the participant should discuss selection boards with their Detailer. There are instances in which officers may need to request a waiver of certain policies regarding the opportunity to have one's service record go before the selection board.

2. Specialty Board Examinations. Only Active Duty, Medical Corps Officers are eligible to submit a request for reimbursement for participation in professional examinations for certification and recertification required to meet the needs and mission of the Navy Medical Department. Participation in specialty and sub-specialty board certification examinations (initial/first attempt) for either the American Board of Medical Specialties (ABMS) or American Osteopathic Association (AOA) certification exams, will be funded. However, funding for both the ABMS and AOA exams cannot be funded by the Navy. Additional information on specialty board funding can be obtained by contacting the NAVMED MPT&E CME Funding Coordinator at (301) 295-0649.

3. State Licenses. **The Navy does not reimburse for state professional licenses.** This is a responsibility of the individual officer.

APPENDIX A
BOOK AND SUPPLIES REIMBURSEMENT FORM

INSTRUCTIONS FOR COMPLETING A CLAIM FOR REIMBURSEMENT FOR
EXPENDITURES WHILE ON OFFICIAL BUSINESS (SF-1164)

Block 1	Medical Department Accessions Department NAVMED MPT&E, Bethesda (MDAD) 8901 Wisconsin Ave Bethesda, MD 20889-5611
Blocks 2 & 3	Leave blank
Block 4(a)	Last name, then first name and middle initial
Block 4(b)	For security/privacy LAST 4 digits ONLY of your SSN
Block 4(c)	Full mailing address of the claimant
Block 4(d)	Telephone number where you can be reached during business hours if a question arises regarding your claim
Block 5	Leave blank
Block 6	(See individual columns below)
Block 6(a)	Show date of purchase. Display as day, month in letters, and year. Example: 12 SEP 07
Block 6(b)	Leave blank
Block 6(c)	Use this column (and extend into 6 (d) if necessary) for name of the item purchased as outlined in Chapter 3. List items separately in order shown on original receipts. Give text title and author
Block 6(d)	Additional item description from 6(C)
Block 6(f) "MILEAGE"	Insert the individual item cost in this block, NOT including any tax or discount. The tax goes in block 6 (g), discount in block 6 (i).
Block 6(g) "FARE or Toll"	List tax charged for each item
Block 6(h)	Leave Blank
Block 6(i) "TIPS or MISC"	List discount applied to each item
SUBTOTALS	Insert the column totals of the items listed on the back of the SF 1164 (6. EXPENDITURES - Continued) in the subtotal blocks as needed in columns (f), (g) and (i).

Block 7 AMOUNT CLAIMED	Total entire claim by adding down columns (f), (g) and (i) into the total block at the bottom of each column, then add the total of (f) and (g) and subtract (i)
Block 8	Leave Blank - this is for MDAD reviewer signature
Block 9	Leave Blank - this is for the Comptroller's signature
Block 10	THE CLAIMANT'S Signature - Sign and date. No signature other than the student/claimant may sign the form for reimbursement.
Block 11	Leave blank
Block 12	Leave blank

APPENDIX B
HEIGHT/WEIGHT TABLE

OPNAVINST 6110.1G

10 October 2002

MAXIMUM WEIGHT FOR HEIGHT SCREENING TABLE

Maximum Weight in Pounds

Men Maximum Weight (pounds)	Member's Height	Women Maximum Weight (pounds)
97	51	102
102	52	106
107	53	110
112	54	114
117	55	118
122	56	123
127	57	127
131	58	131
136	59	136
141	60	141
145	61	145
150	62	149
155	63	152
160	64	156
165	65	160
170	66	163
175	67	167
181	68	170
186	69	174
191	70	177
196	71	181
201	72	185
206	73	189
211	74	194
216	75	200
221	76	205
226	77	211
231	78	216
236	79	222
241	80	227
246	81	233
251	82	239
256	83	245
261	84	251
266	85	257
271	86	263

NOTE: Height will be rounded up to the nearest whole inch,
weight will be rounded down to the nearest whole pound.

APPENDIX C
ORGANIZATIONAL CONTACT

DEPARTMENT	Phone #
Program Manager	301-295-9950
MDAD Head Student Programs	301-295-1217
MDAD Deputy Program Manager	301-319-4531
MDAD Registrar	301-319-4526
Financial Management	
- Tuition	301-295-9977
- Reimbursements	301-295-9978
- Annual Training	301-319-4538/40
Systems Management	
- Medical/Dental Records	301-319-4531/41
- Admin/Pay/Service Records	301-319-4529/4532
Professional and Career Planning	
- Medical Corps	301-319-4517
- Dental Corps	301-295-1594

APPENDIX D
NAVY UNIT IDENTIFICATION CODE (UIC)

57110	COMNAVSPECWAR GROUP ONE	CA
00074	COMNAVSPECWARCOM	CA
0608A	NATNAVDENCEN BETHESDA MD	MD
00168	NATVAVMEDCEN BETHESDA	MD
62128	NAVAIRESCEN SAN JOSE CA	CA
68326	NAVDENCEN GREATLAKES IL	IL
62753	NAVDENCEN MIDLANT NORFOLK VA	VA
66022	NAVDENCEN SW SAN DIEGO CA	CA
68095	NAVHOSP BREMERTON WA	WA
68094	NAVHOSP CAMP PENDLETON CA	CA
00211	NAVHOSP GREATLAKES IL	IL
00232	NAVHOSP JACKSONVILLE FL	FL
00203	NAVHOSP PENSACOLA FL	FL
00183	NAVMEDCEN PORTSMOUTH VA	VA
00259	NAVMEDCEN SAN DIEGO CA	CA
32398	NAVMEDRESHCEN BETHESDA MD	MD
0751A	NAVOPMEDINST PENSACOLA FL	FL
62021	NAVPHIBASE CORONADO	CA
68336	USUHS BETHESDA MD	MD

APPENDIX E

NROWS ANNUAL TRAINING APPLICATION DIRECTIONS

Students can no longer log directly into NROWS as a first time user. If you are a first time user, you must log into the Naval Reserve Web Site (NRWS), located at:

<https://navyreserve.navy.mil/Login.aspx?ReturnUrl=https://navyreserve.navy.mil/tools/redirect.aspx?URL=https://nows.cnrf.navy.mil/nrows>

Once at NRWS, you will be asked to put in a user name and password. As a first time user, you will not have a user name or password. Try to create a new account, using the steps below. If you are unable to create a new account or "Private Site Request," you must call the NRWS Help Desk at 866-830-6466 or click on the link at the bottom of the check-in page. The best method of communicating is to call the Help Desk.

To Create a new "Private Site Request" on NRWS, follow the prompts using the information below:

1. Social security number and birth date are entered for the initial login.
2. Home command:
 - a. State will be "DC"
 - b. Command is "NNMC Beth Det N" located in the drop down menu
3. You will be asked for a ".mil" e-mail address. You won't have one, but you can use your school e-mail address ending with a ".edu"
4. Students will be asked to make up their own personal user name and pass word

Once you have a User ID and Password, you can get into NRWS, which has a link in the "Link Section" on the left hand side to NROWS. Link to NROWS and follow the below directions to obtain your orders.

Orders are requested through the Naval Reserve Order Writing System (NROWS), an online system used by Navy Reservists. Here's what you do.

- 1) NROWS is located on the web at <https://nows.cnrf.navy.mil/nrows/>. In the upper left hand side of the page you will find "Please Select a Menu." Click on that and pull down and select "Sailor."

- 2) From the Sailor Menu, click on "Create Application." A tracking number will appear at the top of the page on the left hand side. Copy this down and save for future reference.
- 3) Next, update your personal information. Click "Edit" on the right hand side, next to the Personnel and Contact Information. Confirm or modify your address to reflect your home address at school. DO NOT PUT YOUR HOME OF RECORD ADDRESS IF IT IS DIFFERENT FROM YOUR SCHOOL ADDRESS. If it is not your school address, your plane ticket will start from the wrong location.
- 4) Once you have confirmed or modified your information, save the information by clicking on "Save" then go to the "NEXT" button at the bottom of the page. Proceed back to the main page.
- 5) Next, edit the "Duty Period Information"
 - a. Purpose of Duty: "Annual Training"
 - b. Duty Subtype: "Annual Training HPSP"
 - c. These orders are: "Reporting"
 - d. Billet Control Number: Leave blank
 - e. E-mail notification: Put your current e-mail address so that Accessions Staff can communicate with you if required.
 - f. Operational Support Reporting: Click on "Look Up"
 - i. Operational Exercise Events: "No exercise or contingency supported"
 - ii. Mission priority: "Training (Non-OIF/OEF/GWOT) Individual Professional Development Training" (typing in just "T" will bring up the appropriate line of information.)
 - iii. Command Capability Supported: "OPNAV(N1)/CNP MPT&E-NETC"
 - iv. Fleet Readiness Enterprise: "Joint/Other Government Agency"
 - v. Provider Enterprise: Manpower-Personnel-Education and Training "
 - g. Security Clearance: "No"
 - h. Hit "Save," then click "Next" at the bottom of the page.
 - i. Location Information: "Travel Start Date" will be one day earlier than your "Initial Report Date," which is the date you actually start your clerkship. In the "Time Block" put "0700." In the "End Date for this Location" block, put the last date for the clerkship. (YYYY/MM/DD format)
- 6) Duty Location Page
 - a. Start Travel Date: Put the first day of travel

- b. Start Duty Date: Put the first day of the rotation
- c. Last Day at the Site: Put the last duty day at the rotation.
- d. UIC: Put the unit identification code of where you are going into this block. The common ones are listed below:
 - i. NNMCM Bethesda - 0498A
 - ii. NMC Portsmouth - 00183
 - iii. NMC San Diego - 00259
 - iv. NH Camp LeJeune - 68093
 - v. NH Jacksonville - 68094
 - vi. NH Pensacola - 00232
 - vii. NH Camp Pendleton - 00203
 - viii. NH Bremerton - 68905
 - ix. Officer Development School - 66949
- e. Get Address: click on this and it will automatically fill in the name and address of GME site.
- f. Point of Contact Information: Put the GME Coordinator for the clerkship.
- g. ITEMPO drop down boxes select "Individual Training" and "Unknown"
 - i. Is this the sailor's PTS (Permanent Training Site): "No"
 - ii. Is this within 100 miles of sailor's civilian residence: "No"
 - iii. ITEMPO Category: Select "Individual Training" from the drop down menu
 - iv. ITEMPO Purpose: Select "Unknown" from the drop down menu
 - v. For Duty Afloat: "No"
 - vi. Per diem and Travel Information:
 1. Is this within the corporate city limits of sailor's residence: "No"
 - vii. Click "Save"
- h. At the bottom of the Duty Location Page, there are questions about "Mode of Travel," "Per Diem," and "Select an Additional Site." Click on "Mode of Travel" which brings up another screen.
- i. Mode of Travel Screen: If greater than 350 miles from school, choose "commercial air." If less than 350 miles, you may enter "personal car" or "commercial air." This is how you will travel to your location. You will enter return travel later.
 - i. If you are traveling by air, choose the travel airports near the address provided.

- ii. If you are on school orders or not leaving your area of residence (i.e. you live in D.C. and are going to NNMC Bethesda), click "Next."
 - iii. If you are leaving your area of residence click on "Fill out Per Diem at this Location."
 - 1. Choose your location of AT.
 - 2. Unless you are traveling by personal auto, you should request a rental car, so click "Yes" on a rental car.
 - 3. For Quarters, click "Available."
 - 4. Messing: "Available and Directed"
 - iv. Click "Save" and "Next"
 - j. Click on "Fill out Travel for the last leg."
 - i. For Mode of Transportation, reverse your travel from step h.
 - ii. Click on "Save" and click "Next."
- 7) Tour:
 - a. You do not (or should not) have a government travel card so click "Look up" and choose "IRR does not require a Government Credit Card" and select.
 - b. There are 16 questions about travel. Answer them all "No."
 - c. Click "Next."
- 8) Paragraphs: Skip this section. Click "Save" and then "Next" at the bottom of the page.
- 9) Funding Information:
 - i. Were manual orders generated: "No"
 - ii. Fiscal Year: "2008"
 - iii. Will travel or per diem be paid with other appropriations: "No"
 - iv. Command: "HPIP Bethesda"
 - v. Source funding: HPIP Bethesda"
 - vi. Click "Save" and then "Next" at the bottom of the page.
- 10) Justification: Put a comment that these are Clerkship Orders or School Orders as appropriate. Hit "Save."
 - a. Hit "Save and Route." This will bring up another screen which says "Route and Forward," which sends your application to the HPSP staff.

APPENDIX F
FY08 NAVY HPSP REIMBURSEMENT RATES

Nomenclature	New Navy Rates as of 22 October 2007:
Medical Program	
Sphygmomanometer	150
Diagnostic set (includes otoscope and ophthalmoscope)	475
Ophthalmoscope (for Optometry students)	300
Stethoscope	130
Black Bag	80
Penlights	8
Tuning Fork	20.25
Reflex Hammer	12
Neurological Hammer	12
Scrubs	set of 5 @ \$25 each - total of \$125)
Measuring Tape, Physicians	12
Thermometer	15
Scissors, Bandage	10
Scalpel Blades and Handle	10
Gloves, Disposable/Examination	\$20.00 per box (maximum 5 boxes).
Osteopathic Treatment Table	450
Dissection Kit - \$20.00.	Either dissection kit @ \$25; or scalpal blades and handle @ \$10 as required
Eye Chart	6
Laboratory and Clinical Clothing (hospital white coats and trousers)	\$35.00 each (maximum 6 items in any combination for the entire period of program participation).
Goggles	80
Safety Goggles	30
Electronic Residency Application System (ERAS) fee	350
USMLE step 1 and step 2 (Clinical Knowledge)	450
USMLE step 2 Clinical Skills Examination (in addition to the USMLE)	975
COMLEX level 1 and level 2 (Clinical Evaluation)	375
COMLEX level 2 Performance Evaluation (in addition to the COMLEX)	975
Network fee - if required by school and not paid under contract as part of tuition	165

DENTAL PROGRAM. Equipment authorized for reimbursement, within the price limitations indicated, when required of all students and authorized by the Navy Replacement may be authorized for burrs, fabricated teeth for typodont use and instruments due to normal wear with repetitive use not to exceed 1 each in a 12 month period.

Paint brush #1 sable	2
Diamond burr.	4.00 each (maximum 4).

Student casting kit	17
Smoothex	10
Aerodope	5
Separating Discs sgl and dbl sided	8.00 each (maximum of 2).
Lathe chuck bur ck8r and taper ck7bl	15
Casting crucible	10
Disc kit (includes stand, box discs and mandrel)	32
Gold crown thickness gauge	32
Glass mixing slab	9
Beautycast investment 18 pkg	7
Lab knife handle	10
Blades	10
Plaster knife #12	7
Mixing pads	9
Carbide lab bur #71E023	14
Sable brushes	8
Bush silent stones	15
Mandrel FG and sthp	5
Wax burr	2
#8 round carbide sthp	2
Denture teeth	35
Porcelain kit	25
Sonic scaler	552
Cement spatula	9
Rubber base spatula	4
Rubber base syringe	25
Package of teeth	93
Face Mask	20
Inlay tongs	2
Soldering tweezers	4
Wax blue inlay	5
Articular case with facebow and accessories	520
Student polishing kit (trustier, arbor chuck, brush wheel, arbor bands, soft brushes, 2" chamois wheel, 1-1/4" and 3" buffs, felt cones, stick rouge and stiff brushes)	46
Syringe anesthetic	15
Test teeth	30.00 per academic year (2-year maximum).
Diamond burr cleaning stone	6
Plastic resin sheets	3
Lentulo spirals	4
Utility scissors	5
Technique metal 32 dwt	29
Super sep	13
Occlusion balancer	22
Porcelain adjustment kit	15
Relief metal	5
Plaster syringe	2
Impression trays	150
Plier #121	47

Plier #137	47
Plier, cotton	\$7.00 each (maximum 3).
Svedopter	18
Probe, PCP 12	9.00 each (maximum 3).
XCP instruments	35
Iris scissors	20
Perma bond 910	2
Vac-U-Spat/Vac-U-Mixer Combo kit	152
Casting ring	10.00 each (maximum 3).
Clinic cart	300.00.
Loupes (surgical/magnification)	1000
Also see iii below.	

iii. Dental kits required by the school (equipment or instrument lists must be submitted with the CDW, unless billed under contract).

Duplicate payment for separate items listed above is not authorized except as indicated for replacement. Because of the significant initial expense to first and second year students, reimbursement may be made in advance when an invoice and itemized equipment listing is provided with the CDW. For:

First year students	up to \$9,000.00 (payment authorized to exceed limitation based on school billing).
Second year students	up to \$5,000.00 (payment authorized to exceed limitation based on school billing).
Third year students	up to \$700.00.
Fourth year students	up to \$700.00.
Clinic Jacket	\$20.00 each (maximum of 3)
Disposable Exam Gloves	20.00 per box (maximum of 5)
Goggles	80
National Board Dental Examination (NBDE) parts I and part II	Actual cost
Caulk/Densply Prolite	1450
Cavijet	1450
Digital Diagnostic Camera	1500

OPTOMETRY PROGRAM: Equipment authorized for reimbursement, within the price limitations indicated, when required of all astudents and authorized by the Navy.

Illusion Slides	25
Handhelkd Maddox Rods	16
Lighthouse Cards	16
Anaglyph Glasses	3
Lens Holder	18
Occluder	5
Near Point Cards	10
Near Point Fixation Stick	5

Clinic Jacket	20.00 each (maximum 2).
Reading Cards	6
Gonioscope (4ml)	220
Gonioscope (3ml)	170
Lens Clock	70
Halogen Penlight	25
CEVS Clinic Kit	40
Sphygmomanometer	150
Stethoscope	125
Binocular Indirect Ophthalmoscope Kit w/case	1150
90D and 20D Lens	\$225.00 (combined total).
Retinoscope/Ophthalmoscope Diagnostic Set	350
Transformer (Desk)	150
Comparator	40
Lens Gauge	70
Stereo Test	60
Trial Lenses and Frames	1000.00 (combined total).
Projector Slide	90
Color Vision Testing Plates	100
Pliers (Adjustment and ophthalmic)	25.00 each
Calibration Kit	25
Lens Flipper	20
Tool Kit (ophthalmic)	310
Dissection Kit	20
Disposable/Examination gloves	\$20.00 per box (max 1).
Goggles	80
Prism Bar Set	110
NBEO part I, II, and III	As much as it costs
Computer rental	\$500 per year

Appendix G

Navy Medical Corps Career Planning Chart

1. Navy Medical Corps Career Planning Chart: ENS to LCDR

Refer to Navy Medical Corps Career Planning (Senior LT / LCDR)		
Utilization Tour for skills consolidation in Specialty or Subspecialty		
Residency completion (LT → LCDR) Board certification when eligible		Fellowship (LT → LCDR) (Board Certification / additional qualifications)
General Medical Officer (GMO) 2-3 years first tour (Claimancy 18/27/60/70 billets) or Flight Surgeon / Undersea Medical officer training then Utilization tour as FS / DMO T*: (2), (4), (7), (9), Medical licensure	Residency* Unrestricted medical license Board certification when eligible *in longer surgical residencies promotion to LCDR usually occurs toward end of residency	
Internship (LT) (Navy, OFI, Deferred Civilian) Pass USMLE / Complex Step 2B and Part 3 – Apply for unrestricted Medical License		
Medical School Graduation (USU/HPSP) ENS → LT Pass USMLE/COMLEX 1& 2a Training (T): Basic Officer Leadership at OIS		

Claimancy 18 = BUMED
 Claimancy 27 = Marine Corps
 Claimancy 60 = Atlantic Fleet (LANTFLT)
 Claimancy 70 = Pacific Fleet (PACFLT)

* For training opportunities and requirements refer to list below Table 2.

2. Navy Medical Corps Career Planning Chart: LCDR to CAPT

		Chapter 2 Operational	Chapter 3 Clinical	Administration/ 2XXX	Chapter 4 Academic	Chapter 5 Research
CAPT	Executive (CO/ XO)	Refer to Medical Department Officer Senior Leadership Track and Matrix				
CDR	Senior (Need OCONUS/Operational tour to select to CAPT)	Headquarters' Staff- BUMED / MC COMPHIGRU SMO CV/CVN SMO (RAM) Dept Head – NEHC, EPMU Brigade Surgeon Specialty Leader Mobilization Per Assignment (9) Training: (3), (5), (8), (11), (12), (14), (15), (16), (17), (21)	Headquarters' Staff- BUMED or MC Department Head Head, Command PI Directorate – Small/Medium MTF DMS/DSS - MTF (small/medium) Chair – Hospital Committees Specialty Leader Mobilization Per Assignment (9) Training: (3), (5), (11), (12), (13), (16),(18), (21)	Headquarters' Staff- BUMED / MC TRICARE Regional Offices Directorate – Small/Medium MTF DMS/DSS - MTF (small/medium) Dept Head, MTF Specialty Leader Mobilization Per Assignment (9) Training: (3), (5), (8), (11), (12), (14), (15), (16), (17), (18), (19), (20), (21)	Headquarters' Staff- BUMED/ MC Department Head / Assistant DH Residency Director Assistant Professor USU Specialty Leader Mobilization Per Assignment (9) Training: (3), (5), (8), (11), (12), (13), (16), (21)	Head, Clinical Invest MTF Clinical Researcher, NOMI, EPMU's, NAMRU's, , NRCs Specialty Leader Mobilization Per Assignment Training: (3), (5), (8), (11), (12), (16), (21)

LCDR	<div>Specialized Training , Career Progression & Development (must complete residency to select to CDR)</div>				
	<div>SMO- Fleet Regimental Surgeon Fleet Staff</div> <div>Mobilization: per assignment (9)</div> <div>Training: (2), (5), (8), (11), (13), (21); Aerospace Med. Residency after completion primary residency</div>	<div>Board Certified (eligible) Specialist CONUS or OCONUS Facility Jr. Member ECOMS Hospital Committee Assignments JCAHO Preparation Teams Residency/Fellowship Training</div> <div>Mobilization: Component UIC (9)</div> <div>Training: (2), (5), (6), (11), (13), (21)</div>	<div>Dept Head, MTF OCONUS/CONUS (small) SMO- OCONUC/CONUS Clinic Jr. Member ECOMS Hospital Committee Assignments JCAHO Preparation Teams</div> <div>Mobilization Component UIC (9)</div> <div>Training: (2), (5), (6), (10), (11), (12), (13), (21)</div>	<div>Faculty – Residency Programs Assistant Professor USUHS</div> <div>Mobilization Component UIC (9)</div> <div>Training: (2), (5), (6), (11), (12), (13), (21), Faculty Development Fellowship</div>	<div>Clinical Researcher NOMI, AFIP, Naval Research Center, NAMRUs, NHRC SD</div> <div>Training: (3), (5), (11), (21)</div>
LT	<div>↑</div> <div>For all tracks need to have a variety of duty assignments & experiences to include CONUS/OCONUS/Operational Tours</div> <div>↑</div> <div>Refer to early Career specialization Chart</div>				
ENS					

Key To Chart Numbers

- (1) Basic Officer Leadership Training (OLT) Course at OIS
- (2) Intermediate OLT Course
- (3) Advanced OLT Course
- (4) Basic Medical Depart. Course
- (5) Advanced Med. Dept. Officer Course
- (6) Clinic Management Course
- (7) Combat Casualty Care
- (8) Joint Operations Med. Management Course
- (9) Navy Trauma Training Course
- (10) TRICARE Fin. Mgt. Exec Course
- (11) Joint Medical Executive Skills Institute - Distance Learning
- (12) Advanced Degree - MBA, MPA, MPH, MHCA
- (13) War College (correspondence/ non-resident
- (14) War College (resident)
- (15) Industrial College of Armed Forces
- (16) Interagency Institute for Fed. Health Care Executives
- (17) MHS CAPSTONE Course
- (18) JCAHO Fellow
- (19) Wharton Fellow
- (20) Congressional Fellow
- (21) Board Certification

Appendix H:
Check List for Completing A Travel Voucher (DD1351)

➤ **Travel Claim Voucher DD1351**

- Block 1 - Check Electronic Fund Transfer (EFT)
- Block 2 - Name
- Block 3 - Pay Grade
- Block 4 - SSN
- Block 5 - Check TDY (Temp. Duty)
- Block 6 - HOME address, including a good email contact
- Block 7 - Good contact phone number
- Block 8 - Last 5#'s of SDN (after RT), from the top right corner of orders.
- Block 9 - Fill out if you received advanced travel for this AT
- Block 11 - Place of duty, located part 1 of orders (ex: NMCS, STU NETC NEWPORT)
- Block 12 - Check Unaccompanied
- Block 15 - See example below, remember to include the year

Date <u>2009</u>		Place	Mode	Reason for stop
26JUN	Dep	Home Town	**	
26JUN	Arr	Duty	**	TD
20JUL	Dep	Station		
20JUL	Arr	Home Town		MC

*** For Means/Mode of Travel use PA (Private Auto) or CP (Commercial Plane)*

- Block 16 - If driving, check appropriate box
- Block 18 - List applicable Lodging, Car Rental and Car Rental Gas, Receipts (taxi, baggage, dry cleaning). If you did not incur any expenses, leave blank
- Block 21 - Remember to hand-sign

➤ **Copy of Orders**

- Must say "ORIGINAL" on top
- Include all pages
- Include any appropriate order modifications issued

- **Lodging** - If you did not stay in the Bachelor Officer Quarters
 - CNA- Certificate of Non-Availability. May be a stamp, letter, or SATO number stating tha the BOQ was full
 - Itemized receipt, day-by-day charges incurred
- **Car Rental** - if authorized in orders
 - Complete copy of Itinerary. Contact SATO if this is no longer available via web.
 - Rental Agreement - lists charges, type of car, ect. Will have the total amount due listed.
 - Receipt for payment (should say Amount Due \$0.00).
 - Gas receipts (for car rental only)
- **Proof of Payment for Other Expenses**
 - Dry Cleaning (Max \$2 daily, after first 7 days - only while at place of duty)
 - Extra Baggage
 - Taxi (while traveling to/from airport)
 - Tolls
- **EFT Form**
 - Bank account information is not stored, a new EFT form is required for each AT
 - Please double check to make sure your personal information is correct, and sign.
- **What Not to Include:**
 - Gas receipts for POC travel. If you are driving to/from your duty station, you will be paid based on mileage.
 - Food receipts. You will be paid Per diem if it is authorized in orders "The use of mess adversely affects mission performance, per-diem authorized at commercial rate".
 - Credit card statements. These are not considered acceptable proof of payment by PSD. If you do not have a receipt for an expense, you will need to contact that company and request one.

When you have gathered all of these items, submit them to OH.

- *The most efficient method of submission is via e-mail.*

E-mail: OH@med.navy.mil Attn: AT Travel
Fax: 301-295-1811 or 301-319-4122

After being reviewed by MDAD, all claims will go to PSD for approval and payment. The complete process takes 4-6 weeks. If more than 6 weeks pass before you see payment in your direct deposit account, please follow up with OH via e-mail. If your payment amount differs from what you had expected, or if you have any questions regarding your processed claim, please contact MDAD and request a copy of your travel voucher.